

This form is for facility use at no charge. Rentals use a different form.

Sheboygan Area School District  
Community Recreation Department  
607 S. Water Street - 459-3775

For Office Use  
Permit # \_\_\_\_\_

# Use of Facility Permit

School:	Today's Date:
Room or Area:	
Activity or Purpose:	

Equipment Needed:

1 - Indicate time - Start to finish - set up and take down time included.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Sat./Sun.
Time						

2 - Indicate dates desired below.

xxxxx	Monday	Tuesday	Wednesday	Thursday	Friday	Sat./Sun.
Sept.						
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
March						
April						
May						
June						
July						
August						

Special Instructions

**Person in Charge** \_\_\_\_\_  
**Name of Organization** (if applicable) \_\_\_\_\_  
**Address/City/Zip** \_\_\_\_\_  
**Phone - Home/Work/Cell** \_\_\_\_\_  
**E-mail Address** \_\_\_\_\_

Recreation Dept. Function  
 District/School Function  
 Other (Scouts, etc.)

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Permission Granted by \_\_\_\_\_ Date \_\_\_\_\_

**Copies to Distribute by Rec Dept:**    Recreation Office                      Custodian                      Principal                      Person in Charge

# Use of School Facilities Application

All organizations must complete the Facility Permit form. Purpose of the organization and/or the type of activity must be clearly stated on the application form.

Application for a facility permit should be made through **the Community Recreation Department** of the Sheboygan Area School District at least 10 days in advance. All applications must be approved by the Director of Recreation or designee. **For approval: all (4) copies must be returned with the completed application.** Upon approval, a copy will be returned to the party requesting the facility permit.

## Supervision

Designated adult supervision must be provided at all times. The Supervisor shall remain until all members of the group have left the building at the conclusion of the activity. The user is responsible for all actions that occur in the facility as a result of their use of the facility.

## Equipment

Where special equipment is to be used, it must be requested and approved upon submission of permit application. Arrangements for specific equipment must be made directly with the building custodian and/or administrator.

## General Regulations

- School officials will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.
- When using school facilities, sponsoring organizations will furnish adequate adult supervision and will be responsible for properly caring for such facilities and leaving them in good condition. The person signing the application for use of the school facilities shall be held personally liable to the school district for any damage done to any property and for any expense incurred by, at, or in consequence of such use of school facilities.
- A school district employee must be on the premises when buildings are in use.
- **Alcoholic beverages and smoking are not permitted** in any school building or on any school grounds.
- Those who use the school facilities must enforce the regulations for fire prevention and safety as well as to abide by the policies set forth by the Board of Education.
- When municipal regulations require (or at the discretion of the school administrator/ custodian in charge) the presence of police officers or firefighters, the sponsoring organization must agree to fully identify itself and the person who is the official representative of that organization.
- **School Closings/Delays** - When schools are canceled or delayed due to weather conditions facility use will also be canceled.

## Priorities

**First priority** for use of all school facilities goes to the schools for extra-curricular and sports activities. **Second priority** goes to the Community Recreation Department and **third priority** goes to the general public. There may be rare occasions such that a school will arrange an activity after one has been already scheduled by the Community Recreation Department or by the general public, therefore "bumping" it and taking use of the facility desired. However, schools make a conscious effort to promptly notify the Community Recreation Department of all activities and only in emergencies may need to secure a building without advance notice.

## Facility Users Checklist

- Leave the facility the way you found it or better!
- Request equipment at time of permit, not at time of arrival at the facility.
- Contact the custodian (by phone or e-mail) prior to the rental to view the facility and discuss expectations and equipment needs. Phone number is listed on front of permit.
- Do not arrive prior to the permitted time.
- Confine your activities to the areas reserved.
- Check in with the custodian at time of arrival.
- Have a cell phone available to use to contact the custodian if necessary. A list of instructions and phone numbers for contacting the custodian will be provided at check-in.
- Minors cannot be left unattended. If they are, police may be called.
- No food or drink allowed in the gyms and classrooms. Only bottled water is allowed in these areas. Food and drink is only allowed in a cafeteria or in other designated areas.
- Clean up the area to the best of your ability using the dry mop, wet mop and bucket, spray bottle and towel provided.
- Place garbage in garbage can.
- Fold, re-stack and store chairs after the activity has concluded.
- Check in with the custodian prior to leaving the facility.
- Report any problems to the Community Recreation Department – 459-3775

**Groups must confine their activities to the area reserved.**

**Any questions, please call the Community Recreation Department at 459-3775.**