



REQUEST FOR USE OF GREENDALE SCHOOL DISTRICT FACILITY FORM

NOTE: This is only a request. Facilities are not guaranteed until an **Estimated Fee Contract** is issued by the District and signed by the renter, and a required **Certificate of Liability Insurance**, a **Liability Policy's Additional Insured Endorsement (or Blanket Additional Insured policy language)** and a signed **Hold Harmless and Indemnification Agreement** for dates of use is on file at Greendale District Office.

STEP 1: ORGANIZATION ADDRESS

Organization Name: _____

Main Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

E-mail (required): _____

STEP 2: ORGANIZATION STATUS and SALES TAX STATUS

1. Please indicate your organization's status as described on page 2 of the attached **830-Rule School Community Use of School District Facilities Procedures** and check one of the following:

- Group A: Greendale District Schools
- Group B: Greendale Park and Recreation Department Youth Activities
- Group C: Greendale Youth Sports Organizations
- Group D: Greendale Park and Recreation Department Adult Activities
- Group E: Greendale Non-profit Organizations
- Group F: Non-profit organizations outside of the Greendale community
- Group G: For-profit organizations within the Greendale community
- Group H: For-profit organizations outside of the Greendale community

2. Does your organization have a Certificate of Exempt Sales Tax Status (CES/S-211) form?

- Yes (Please submit your CES/S-211 form along with this form.)
- No

STEP 3: EVENT INFORMATION

NON-AUDITORIUM RENTALS ONLY

1. Estimated number of people attending event: _____

2. Are you selling food? Yes (Please describe) _____
(You must secure a permit from the Greendale Health Department and provide a copy to Greendale School District.)
 No

3. Will you be charging an admission to your event?

- Yes (In order to be tax-exempt, please submit your CES/S-211 form along with this form.)
- No

4. Other Specific Needs (describe): _____

AUDITORIUM RENTALS ONLY

1. What type of event will this be? (ie. dance recital, band/choral performance, theatre performance, etc.)

2. What is "best estimate" of attendance at your rehearsal? _____ At performance(s) _____
3. Will you be charging an admission to your event?
 - Yes (-You must have volunteers/staff to manage the "front" of the house; and
-In order to be tax-exempt, please submit your CES/S-211 form along with this form.)
 - No
4. How many performers do you expect to be there? _____
5. Are there children involved in the show? Yes: Will they need their own room/area backstage? Yes No
 No
6. How many helpers backstage do you expect to be there? _____
7. Will your show require a set?
 - Yes (Please describe) _____
 - No
8. Do you need risers set up? Yes (How many?) _____
 No
9. Are you selling food? Yes (Please describe.) _____
(You must secure a permit from the Greendale Health Department and provide a copy to Greendale School District.)
 No

STEP 4: FACILITY REQUEST

Location/Building Name	*Room#/Area	Specific Purpose	Start Date	End Date	Day of the Week (Repetitive Use Only)	Start Time	End Time	Setup Begin Time	Breakdown End Time

**If applicable, please attach a drawing of how you would like your room to be set up (this request is not guaranteed).*

Equipment Request	Specific Purpose	Start Date	End Date	Start Time	End Time

STEP 5: SIGN and DATE

CANCELLATION POLICY: If you need to cancel your facility request, you must notify Greendale School District two business days before your scheduled start date, and five business days before your scheduled start date for the Gavinski Stadium.

_____ You will be charged a \$50.00 "No Show" fee if you do not cancel your facility request within these timeframes.
(Initial)

By signing below I am confirming that I have read and agree to abide by the Greendale School District Board of Education 830-Rule School Community Use of School District Facilities Procedures and Policy File 830 for this and future use of facility requests. These policies can be viewed on Greendale School District WEB page <http://www.greendale.k12.wi.us/policies.html>. I am also indicating that proof of liability insurance, a policy's additional insured endorsement, and Hold Harmless and Indemnification Agreement (all required for non Greendale School District organizations) will be on file at the Greendale School District Office.

X _____
Signature of Renter *Date*

STEP 6: RETURN FORM

Please return the following documents to the appropriate person in the chart below:

1. this completed and signed form
2. if applicable, a CES/S-211 form
3. if applicable, a food permit from the Greendale Health Department

	Auditorium Rentals	Pool/Higher Education Rentals	All Other Rentals
Name & Phone:	Jeff Smerz 414-423-0110 x4290	Jackie Schweitzer 414-423-2790	Brandy Vang 414-423-2715
Email:	jeff.smerz@greendale.k12.wi.us	jackie.schweitzer@greendale.k12.wi.us	brandy.vang@greendale.k12.wi.us
Fax:	N/A	N/A	414-423-2723
Mail:	Greendale High School 6801 Southway Greendale, WI 53129	Community Learning Center 5647 Broad Street Greendale, WI 53129	Greendale School District 6815 Southway Greendale, WI 53129

For specific Athletic facilities questions, contact Nick Phalin at 414-423-2790.