



Dear Greendale School District Facility Renter,

In an effort to distribute Greendale School District's new Policy and Fee Schedule and provide a consistent method of scheduling groups and ensuring proper insurance coverage, we will issue facility contracts for organizations outside of Greendale School District which qualify for fees.

Attached is the facilities request packet:

**1. Request for Use of Greendale School District Facility Form:**

- o Complete, sign and date, and return to the appropriate person in the chart below. (*Note: This request does NOT guarantee the dates for you.*)

**2. 830-Rule School Community Use of School District Facilities Procedures:**

- o Read thoroughly and review the fee(s) that may be applicable to you.

**3. Policy File 830:**

- o Read thoroughly.

If your request is approved and fees are applicable to you, we will send you a rental/estimated fee contract outlining the schedule and estimated fees for your group. We will also send you a Hold Harmless and Indemnification Agreement that your organization's authorized representative will need to agree and sign. Also, you will be required to provide the following:

- a Certificate of Liability Insurance that names Greendale School District as an additional insured and includes comprehensive, general liability policy limits of not less than of \$1,000,000 single limit per occurrence for bodily injury and property damage that names "Greendale School District" as an "Additional Insured". The cost of this coverage is to be paid by the lessee.
- a copy of the Additional Insured Endorsement (or Blanket Additional Insured policy language) from your Liability Policy.

Please return the following documents to the appropriate person in the chart below, and if you have any questions, please contact the appropriate person below:

**1. Request for Use of Greendale School District Facility Form**

**2. Certificate of Exempt Sales Tax Status form (CES/S-211) if your organization is tax exempt.**

	Auditorium Rentals	Pool/Higher Education Rentals	All Other Rentals
<b>Name &amp; Phone:</b>	Jeff Smerz: 414-423-0110 x4290	Jackie Schweitzer: 414-423-2790	Brandy Vang: 414-423-2715
<b>Email:</b>	jeff.smerz@greendale.k12.wi.us	jackie.schweitzer@greendale.k12.wi.us	brandy.vang@greendale.k12.wi.us
<b>Fax:</b>	N/A	N/A	414-423-2723
<b>Mail:</b>	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

We enjoy being able to assist your organization and we appreciate your attention to this process. Thank you.

Sincerely,

Todd Hajewski, Business Director

Enclosures

Updated: July 2017

**Greendale School District** • 6815 Southway • Greendale, WI 53129 • [www.greendale.k12.wi.us](http://www.greendale.k12.wi.us)  
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Gary D. Kiltz, Ph.D., Superintendent

Todd Hajewski, Director of Business Services  
Colleen McHugh-Moore, Director of Pupil Services

Kimberly Amidzich, Director of Curriculum  
Julie Grotophorst, Director of Human Resources