

Application for Use of School Facilities – School District of Fort Atkinson

Complete all appropriate sections and **return to contact person listed below.**

√ choice	Building	Return form to	Phone number
<input type="checkbox"/>	High School – 925 Lexington Blvd. (all facilities, including the auditorium)	Brittany Bente benteb@fortschools.org	920-563-7811, Ext. 1100
<input type="checkbox"/>	Administration – 201 Park St.	Debbie Kopps koppsd@fortschools.org	920-563-7807
<input type="checkbox"/>	Barrie Elementary – 1000 Harriette St.	Carol Klein kleinc@fortschools.org	920-563-7817
<input type="checkbox"/>	Luther Elementary – 205 Park St.	Melanie Dunkleberger dunklebergerm@fortschools.org	920-563-7828
<input type="checkbox"/>	Middle School – 310 S. 4 th St.	Lisa Haas haasl@fortschools.org	920-563-7833
<input type="checkbox"/>	Purdy Elementary – 719 Main St.	Karen Hetts hettsk@fortschools.org	920-563-7822
<input type="checkbox"/>	Rockwell Elementary – 821 Monroe St.	Joan Gozy gozyj@fortschools.org	920-563-7818

Event Name/Organization:

Date(s) of event:
Starting time:
Ending time:

Date(s) of event:
Starting time:
Ending time:

Applicant's name:
Applicant's phone #
Applicant's e-mail:

Signature of applicant:
Today's date:

ROOM REQUEST (check all that apply)

- HS Gym (large)
- HS Gym (small)
- MS Gym (large)
- MS Gym (small)

- HS Commons
- MS Commons
- MS Track
- HS Concessions
- HS Library (IMC)
- HS Kitchen
- HS Orchestra Room
- HS Band Room
- Luther Stage
- HS Choir Room
- HS Green Room
- Classroom #
- Other

HS Auditorium - **See next page for High School auditorium needs**
H.S. AUDITORIUM/THEATER

EQUIPMENT NEEDED

Custodial

- Podium
- Chairs: How many?
- Tables: How many?
- Bleachers
- Scoreboard

I.M.C.

- Movie Screen
- LCD Projector
- Overhead Projector
- VCR or DVD Player

- Stage Shell UP full
- Stage Shell half/DOWN
- Microphone: How many?
- Music stand racks (22/rack): How many racks?
- Platforms: How many?
- Risers: How many?
- Other

- General Seating
- Reserve Seating
- Tickets: Number needed?
- Ticket Price:
- Sound Technician
- Lighting Technician
- Ushers: How many?
- Pit Cover Stage Level
- Pit Cover Out
- Pit Cover Floor Level

Those requesting facility usage must read and agree to the following items:

1. I have received a copy, read, and understand all provisions of the School District of Fort Atkinson Administrative Rule 830(AR830)
2. On behalf of the organization using the facilities, I am agreeing to abide by these regulations and will be responsible for the preservation of order, care, and protection of the building and equipment. I further acknowledge that charges for any damages are my responsibility as well as the responsibility of the organization using the facilities.
3. I understand that charges for the use of the building and equipment will be assessed by the building principal, or their designee, according to policy, and I agree to pay these charges stipulated in AR830.
4. I stipulate that insurance provisions (circle one) are or are not needed.
5. If building/room keys are needed, you must request at least one week prior to your event.

To be completed by Building Principal (or designee)

Application is (circle one): Accepted Rejected
 Fee Group (circle one); Group 1 Group 2
 Fee amount: _____

(Refer to AR830 for Facility use fee structure and related rules, plus applicable deposits)

Signature of Building Principal/Designee

Date
