



West Allis-West Milwaukee School District  
Recreation and Community Services Department  
2450 South 68th Street, West Allis WI 53219  
414-604-4900

# FACILITY USAGE REQUEST

The West Allis-West Milwaukee School District has event space available for public use. To submit a request for facility usage, please complete the form and email it to [versnikb@wawmsd.org](mailto:versnikb@wawmsd.org). (Note that your request does not secure usage. Your request will be reviewed and you will be contacted regarding a permit for the event.)

Today's Date: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Facility Requesting: \_\_\_\_\_

Space Needed: \_\_\_\_\_

Dates(s): \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

The time you indicate must include all your set-up and clean-up time. Spaces will be reserved and staffed based on the time requested.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

# Of Participants: \_\_\_\_\_

Setup Needs: \_\_\_\_\_

Equipment Request: \_\_\_\_\_

Equipment/Materials Being Brought In: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Email Requests to [versnikb@wawmsd.org](mailto:versnikb@wawmsd.org)  
Questions? Contact Ben Versnik via phone: 414-604-4938

# West Allis-West Milwaukee School District Facility Usage

## RULES AND REGULATIONS GOVERNING USE OF PUBLIC SCHOOL BUILDINGS

1. District personnel will at all times have full authority to enforce proper and safe conduct of all persons and activities on school property.
2. When using school district facilities, groups/organizations will furnish adequate adult supervisor and will be responsible for properly caring for facilities and leave them in good condition. Any damage to the equipment or facilities will be paid for by the group/organization that is the permit holder. All groups/organizations must carry their own insurance policy to cover any and all liability incurred by the permitted activity. All certificates of insurance must identify WA-WM School District et al as the named Certificate Holder.
3. Alcoholic beverages must not be brought on, consumed, distributed or sold on school premises.
4. Use of tobacco products, e-cigarettes or any facsimiles is not allowed in school district facilities or on school district property.
5. Weapons or any facsimiles are prohibited in district property.
6. The building will ordinarily be opened one-half hour before the scheduled start time and the exterior doors will be locked one-half hour after the start time.
7. A designated school district personnel shall be responsible for unlocking and locking doors. Doors may not be propped open and/or left unattended while unlocked.
8. The designated school district employee shall be responsible for the buildings. It shall not be the duty of said school district employee in charge of the building to enforce proper conduct beyond giving warnings to individuals and notifying group/organization leaders. A continuation of such unsatisfactory conditions shall be cause for discontinuance of the permit.
9. The school district personnel in charge of the facility will remain on site during the permitted hours of usage.
10. The adult group/organization leader shall remain in charge of the group/organization participants and shall be responsible until the last participant has left the building.
11. Groups/organizations must confine their activities to the rooms scheduled and the time authorized.
12. A deposit may be required in advance of the anticipated usage. Deposit shall be paid to the Recreation Department within 10 days after the granting of the approved usage and is not refundable except in the event of a district cancellation. Full payment must be made within 30 days of issuance of invoice.
13. No transfer of permit will be allowed.
14. WEATHER STATEMENT: When school district facilities are closed for educational and/or recreational purposes due to emergency weather conditions, these facilities are closed for all activities – no exceptions will be made.
15. If the permitted event has contracted for emergency response support with a private ambulance company, the **contracted company** is required to ensure that the private ambulance company has applied for and received the appropriate permits from the State EMS office and notified the West Allis Fire Department of their involvement with the event as required by said permit. See Wisconsin Legislative Code DHS 110.44 Special Events.

*I have read and understand the rules for the use of the West Allis-West Milwaukee School District facilities. I understand that failure to comply with these rules will result in the revocation of our facility use permit and I assume full responsibility for any damage to person or property.*

Signature \_\_\_\_\_

Date \_\_\_\_\_