



USE OF SCHOOL FACILITY FORM

WISCONSIN
RAPIDS
PUBLIC
SCHOOLS

FACILITIES TO BE USED (Specify BUILDING and area to be used: Fieldhouse, Auditorium, Room #, etc. <i>To request the PAC, please fill out the PAC use form</i>):		ARE YOU CHARGING an ADMISSION or ENTRY FEE to SPECTATORS? Yes No <i>If so, what is the charge?</i> _____	
		ARE YOU CHARGING an ENTRY FEE to PARTICIPANTS? Yes No <i>If so, what is the charge?</i> _____	
ORGANIZATION SPONSORING EVENT:		ANTICIPATED ATTENDANCE:	
DATE(S) OF EVENT:		TYPE OF EVENT:	
EVENT TIMES: <u>Start:</u> _____ <u>Finish:</u> _____ <u>Door Opening At:</u> _____			
REHEARSAL TIME OR SET UP TIME:			
ARE BLEACHERS REQUIRED: Sides _____ Front _____ Back _____			
ARE CHAIRS NEEDED (How many?):		ARE TABLES NEEDED (Size, How many?):	
Do you wish to have chairs: SET or SET YOUR OWN		DO YOU NEED A P.A. SYSTEM? Yes No	
DO YOU NEED CORD DROPS FOR ELECTRICITY (LHS only)? Yes No <i>If yes, how many?</i>			
LIGHTING REQUIREMENTS:			
CONCESSIONS? Yes No If YES , what type of concession and which district club is hosting?			
ARE KITCHEN FACILITIES and/ or EQUIPMENT NEEDED? _____ IF SO, at Lincoln High School Terry Rucinski must be contacted in advance of use. Call 422-6014 between 6:00 a.m. and 2:00 p.m. on school days. List facility/equipment here:			
OTHER EQUIPMENT NEEDED:			
CONTACT PERSON FOR EVENT:			
ADDRESS:		PHONE: _____	
		DATE SUBMITTED: _____	
		e-mail: _____	

When completed, please return this form to:

Maurine Hodgson

Buildings & Grounds Department

2510 Industrial Street

Wisconsin Rapids, WI 54495

Ph (715) 422-6035 Fax (715) 422-6240

APPROVED BY: _____

ON CALENDAR: _____

COPY TO B & G: _____

Please note: There may be insurance requirements and fees associated with your use of school facilities. You will be contacted regarding these fees if they apply.