

# Pewamo Westphalia Community Schools

## Facility Use Request

Completed form must be received 10 or more working days before requested event date. Fill out the form completely & legibly.

**INCOMPLETE OR UNREADABLE FORMS WILL NOT BE CONSIDERED**

**CLIENT INFORMATION**

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

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

Contact Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Phone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

**EVENT INFORMATION**

Proposed Use: \_\_\_\_\_

Building Choice:  Elementary  MS/HS Room/Grounds/Area Choice: \_\_\_\_\_

Expected No. Persons Attending: \_\_\_\_\_ Will you be serving/selling food?  YES  NO

Is there a charge for admission or participation (registration fee, ticket or product purchase)?  YES  NO

Event Dates & Times – Including Setup and Cleanup

Day	Month	Date	Year	Arrive to Set Up	Event Start Time	Event End Time	Leave Building	Brief Activity Description

*If you have a room setup diagram or any additional notes or information to include this information with this form.*

**Equipment Needs:** Please use blanks to list additional items.

ITEM	QTY	ITEM	QTY
Chairs			
Tables, Folding, rectangular			
Tables, Folding, cafeteria-style			
Lectern			
Microphone			

**SUBMISSION OF THIS FORM DOES NOT ASSURE FINAL APPROVAL OF YOUR REQUEST.** Requesters will be emailed with the final decision and applicable charges.

Functions of the Pewamo Westphalia Community Schools take priority over all other facility uses. Non-school events may be rescheduled or relocated with little or no notice to facilitate school use. Events and activities will not be scheduled on half-days, dead periods and certain breaks.

Some spaces are available for use only by Pewamo Westphalia Community Schools. Gym use is LIMITED December through March.

**Requester has read and will adhere to the facility usage policy located on our website.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Central Office or email at [centraloffice@pwschools.org](mailto:centraloffice@pwschools.org).

**ALL FORMS MUST BE RECEIVED 10 OR MORE WORKING DAYS BEFORE REQUESTED EVENT DATE**

*Office Use only*

Approved  Denied Charge for Facility Use \_\_\_\_\_ Date Paid \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date: \_\_\_\_\_

Copies sent to: Custodian, Building Principal, Technology, AD, Food Service, Maintenance Dept, Auditorium Personnel, Relevant Coaches