

(REQUESTORS: DO NOT WRITE BELOW THIS LINE)
THIS PAGE IS FOR BUILDING PRINCIPAL, ATHLETIC DIRECTOR AND/OR DISTRICT OFFICE USE ONLY

DISTRICT ATHLETIC DIRECTOR SIGNATURE* <small>(*when request is for use of athletic fields or MHS/OMS gymnasiums)</small>		Date
BUILDING PRINCIPAL SIGNATURE		Date
Approved	Denied	If denied, state reason(s):
SUPERINTENDENT OF SCHOOLS SIGNATURE		Date
Approved	Denied	If denied, state reason(s):

DISTRICT OFFICE ASSIGNMENT OF RENTAL FEES AND OTHER CHARGES

GROUP CLASSIFICATION <small>(Ref: Board Policy 830R)</small> <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	RENTAL FEE: \$ _____ <small>*Per Board Policy 830R</small>	Custodial Hours Required? (non-school days) _____ YES _____ NO Use of Kitchen Space Requested?* _____ YES _____ NO <small>(*If yes, District kitchen staff member must be present.)</small>
ACTUAL ADDITIONAL CUSTODIAL COSTS:	\$ _____	<input type="checkbox"/> One Time Charge <input type="checkbox"/> Charge Per Day/Date
ACTUAL ADDITIONAL KITCHEN STAFF COSTS:	\$ _____	Note: Actual custodial and/or kitchen staffing costs incurred in the use of school district facilities will be invoiced to the User or Fiscal Agent following the approved event(s).
TOTAL FEES AND CHARGES:	\$ _____	Additional Notes/Information:

Instructions to Requestor:

1. Complete page 1 of the Facility Use Request Form. Please print clearly.
2. Submit completed form to the *building principal or office of the building of which you are requesting use.*
3. Upon approval by the principal and district office, a copy of the form will be returned to you as confirmation of approval.
4. Mail or deliver checks made payable to the School District of Mauston to Mauston School District Office, 510 Grayside Avenue, Mauston, WI 53948.