

# Germantown School District

## Facility Request-Fee Waiver or Fee Reduction Form for 2020-2021 School Year

Community groups or individuals may be permitted and are encouraged to use school facilities when such use does not interfere with the regular school program. Use is granted to groups in priority order with the District having first priority (1), the next priority group (3) Germantown School District affiliated groups, community groups, including Parks and Recreation Department(s), with all other organizations or individuals per their designated priority groups in (4, or 5). Any student, student related, civic, or non-commercial group may petition the Germantown School District Board of Education to have fees waived and should be in attendance at the Board meeting that the waiver is considered.

Individuals or groups requesting a fee waiver must complete the following information and submit the request to the Office of Business and Auxiliary Services prior to the first (1<sup>st</sup>) Monday of each month for consideration by the Board at its 1<sup>st</sup> regular monthly meeting typically held the second (2nd) Monday of each month. **Completed waivers may be dropped off or mailed to the District's Business Office at N104 W13840 Donges Bay Road, Germantown, WI, 53022 or if completing electronically, the form must be saved on your personal device ahead of submitting and emailed to doorsecurity@gsdwi.org**

Date Submitted: \_\_\_\_\_

### I. Contact Information:

Name, Mailing Address, & Email Address of Organization/Individual: \_\_\_\_\_

Name, Mailing Address, & Email Address of Main Contact; if different from above: \_\_\_\_\_

Primary Cell/Phone Number: \_\_\_\_\_ Secondary Cell/Phone Number: \_\_\_\_\_

### II. Facility Request information:

Date(s) Requested: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

Time of Day Facility is needed (from when to when): \_\_\_\_\_

General Questions:

1. Does this event directly benefit regular school programming?  Yes  No
2. Is this a fundraising civic or non-commercial event?  Yes  No
3. Are you recognized by the IRS as a Non-Profit?  Yes  No
4. What percentage of your organization's membership are GSD residents? \_\_\_\_\_
5. Does your organization/group charge a membership fee to your participants  Yes  No
6. What is the number of participants attending your events  Yes  No

### III. Briefly describe your reason(s) for requesting a fee waiver in the space below:

FOR OFFICE USE ONLY		
Fee Waiver Approved	Fee Waiver Denied	Special Conditions if Approved or Reason for Denial – See attached*

Date Received: \_\_\_\_\_ Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to: Office of Business & Auxiliary Services, N104 W13840 Donges Bay Road, Germantown, WI, 53022