



FACILITY USE GUIDELINES FOR COMMUNITY GROUPS

All documents related to MPS facility use can be found at mps.milwaukee.k12.wi.us under the "Community" tab.

- 1. PERMIT APPLICATION FOR FACILITY USE: All sections of the permit application must be filled out completely and accurately. Missing information will delay the process and may result in rejection of the permit application. All permit applications must be submitted to the Department of Recreation and Community Services - Permit Office at least 3 weeks prior to the event. Late applications may be subject to additional fees.

Table with contact information for Department of Recreation & Community Services Permit Office, including email (schoolpermits@milwaukee.k12.wi.us), phone (414-773-9982), fax (414-475-8403), and office hours (8:00 am - 4:30 pm).

- 2. CERTIFICATE OF INSURANCE: A current Certificate of Insurance is required from all non-Milwaukee Public School groups. The certificate must show coverage for Commercial General Liability Insurance at a minimum of \$1,000,000 per occurrence, \$2,000,000 for general aggregate. The Milwaukee Board of School Directors must be named as the "certificate holder" as well as "additional insured" on the certificate. PLEASE NOTE THAT PERMITS WILL ONLY BE ISSUED THROUGH THE EXPIRATION DATE OF THE CERTIFICATE OF INSURANCE.
3. BILLING: The permit applicant is responsible for the costs incurred (if any) in connection with use of the facility. There is a 2 hour minimum on all permits in addition to any charges related to snow removal.

Table with 5 columns: Category, Site fee, Set up fee\*, Safety fee\*\*, Expediting Fee\*\*\*. Rows include Weekday, Non-School Day/Saturday, Sunday/Holiday, Parking Only, and Snow Removal.

\*Minimum 1 hour set up fee for all events.
\*\*1 Safety Person is assigned per 100 people or at the Principal's request
\*\*\*May be charged for applications submitted less than 3 weeks prior to the event.

Note: Specific times have been set aside for free use of Milwaukee Public School facilities for meeting purposes. Please refer to the Free Meeting Use Rules and Instructions for additional information.

- 4. PROVISIONS UNDER BOARD POLICY 5.02:
a. Concession Sales: Must be approved by district administrator and sold at cost.
b. Admission/Fundraising: Use of school facilities shall not be granted to individuals or groups whose purpose in using the school facilities is to make a commercial gain or personal profit. Admission may not be charged but requests for donations are permissible.
c. Kitchen Use: Applications that indicate intended kitchen use will be forwarded to the Department of School Nutrition Services for approval.
d. The use/possession of alcoholic beverages, tobacco, controlled substances, pepper spray and weapons are prohibited on the premises.
e. Safety: The District reserves the right to deny permit applications due to safety concerns or potential for damage including but not limited to grilling, bounce-houses or other temporary structures, and fireworks.
f. See Administrative Policies and Procedures for more information.

5. **CANCELLATIONS:** There is a **48-hour cancellation** notice required for all events. Permit holder must fill out a [cancellation form](#) and submit it to the **Department of Recreation and Community Services - Permit Office** so that all parties can be notified. Organizations will be billed for all costs incurred in addition to a 2-hour minimum site fee if notification is not given to the Recreation Department 48 hours in advance of a cancelled event.