

☐ Affiliated
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Wauwatosa Recreation Department
Facility Use Permit

Issue/Revision Date
7/17/2018

School:	West
Permit #	128
Season:	Winter

Activity: American Red Cross Water Safety Instruction Course

Room(s): Pool, Locker Rooms and Room 146

Equipment/Notes: Please have equipment closet unlocked, safety equipment available and lights on in the locker rooms. Thank you!

Room Open: 4:00pm Start Time: 4:15pm End Time: 8:00pm

Start Date: 2/22/2019 End Date: 2/22/2019 Day(s): Friday

Exception Date(s): _____

Moved Date(s): _____
(list location & permit reference #)

Instructor: Heather Townsend Phone _____

Questions regarding this permit or program, contact: Recreation Department Phone: 773-2900

Contact:

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Rules and Regulations Governing Use of Public School Buildings

- Where facilities are desired for a single event it is expected the request will be filed at least one week prior to the requested date.
- In the event that the organization or sponsoring committee finds that plans have been changed and that school facilities will not be used at the scheduled time, the organization or committee shall notify the principal as soon as possible.
- Special care shall be exercised to avoid damage to the school building and equipment.
 - When gymnasiums are used for games or physical education, only persons with rubber- soled shoes shall be allowed on the gym floor.
- The building custodian, utility worker, or other school employee officially designed shall be responsible for unlocking and locking doors and for being generally responsible for the buildings. However, it shall not be the duty of the person in charge of the building to enforce proper conduct beyond giving warnings to individuals and notifying leaders. A continuation of such unsatisfactory conditions shall be cause for discontinuance of the permit.
- The person in charge of the building shall remain in the building during the hours it is being used by non-school groups.
- The adult leader shall remain in charge and shall be responsible until the last participant has left the building.
- No smoking or use of intoxicants shall be allowed; nothing of objectionable or questionable nature shall be allowed in any performance.
- Building shall be used for purposes designated in application.
- No transfer of permit shall be allowed.
- Bicycles should be parked outside the building.

Custodian Principal
Organization