

## Facility Rental Request Form

FACILITY RENTALS – 3802 Regent St., Madison, WI 53705  
 (608)204-3035, email: [ajderemo@madison.k12.wi.us](mailto:ajderemo@madison.k12.wi.us)  
 Website: <http://www.mmsd.org/rentals>

*Please check only one:*

- September 2022 - December 2022 (submit on/after July 1st)
- January 2023 - last day of school (submit on/after October 15th)
- June 2023 - August 2023 (submit on/after January 1st)

Organization/Group Name: \_\_\_\_\_

List Specific Activity or Purpose: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Complex(School): \_\_\_\_\_ \*Facility(Room): \_\_\_\_\_

Renter must have approval from Facility Rental Office to serve any FOOD/BEVERAGE and must request use of cafeteria. Check here if you plan to serve food \_\_\_\_\_

Rentals DO NOT Include use of MMSD Equipment.

Microphone qty. \_\_\_\_\_ TV/DVD qty. Other requests/comments \_\_\_\_\_

Adult \_\_ Youth \_\_ Is your group primarily Madison Metropolitan School District residents? Yes \_\_ No \_\_

**If claiming non-profit status, you must provide a copy of State of WI Charitable Organization Credential or copy of IRS Letter of Determination for Charitable Non-Profit status 501(c) 3.**

Request must be submitted 2-3 weeks prior to the 1<sup>st</sup> day of use.

Dates	Start Time	End Time

**\*High school auditorium and pool rentals require additional paperwork to be completed.**