MADISON METROPOLITAN SCHOOL DISTRICT

Facility Rentals | 328 Lakeside St. | Madison, Wisconsin 53715 | mmsd.org/facility-rentals

Mary Roth, *Executive Director* | Joe Gothard, Ed.D., *Superintendent of Schools*

Facility Rental Request Form

FACILITY RENTALS – 328 E. Lakeside St. Madison, WI 53715
(608)204-3035, FAX: (608)204-0557, email: ajderemo@madison.k12.wi.us
Website: http://www.mmsd.org/rentals

Please check only one:

☐ September 2024 - December 2024 (submit on/after July 1st)
☐ January 2025 - last day of school (submit on/after October 15th)
☐ June 2025 - August 2025 (submit on/after January 1st)

Organization/Group Name: _____
List Specific Activity or Purpose: _____Expected/Attendance: _____
Contact Person: _____Date of Birth: _____
E-mail 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.

Dates	Start Time	End Time

REQUESTS MUST SUBMITTED 2- 3 WEEKS PRIOR TO FIRST DAY OF USE

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