



“HOURS FOR FREE MEETING USE” RULES AND INSTRUCTIONS

Per Milwaukee Board of School Directors (MBSD) Administrative Policy 5.02, a select number of rooms within school facilities shall be made available for public meeting use.

1. **“HOURS FOR FREE MEETING USE” OFFICIAL REQUEST:** Requests for the use of regular school classrooms, libraries or permanent cafeterias for the purpose of meeting under the “Hours for Free Meeting Use” policy must be submitted to the School Principal in writing. All requests must include: Name, Current Address, Telephone Number, Type of activity/meeting, and Specific Rooms.
2. **ADULT SUPERVISION REQUIRED:** Community groups must provide adult supervision with a recommended ratio of one adult per 16 youth for their activity, as well as adult supervision at the designated entrance/exit door(s) for members of their group.
3. Only the designated entrance and exit doors are to be used for entry into and out of the building. Community groups shall not allow anyone into the school building that does not belong to their group.
4. **BUILDING HOUSEKEEPING RULES**
 - a. **Chalkboards:** Please do not erase what is on the chalkboards. If you use the chalkboard, please erase what you (or your group) write before you leave.
 - b. **Teacher Desk & Student Work:** Please consider the teacher’s desk and student work ‘off limits’.
 - c. **Equipment:** Equipment of any type should not be used or moved unless coordinated with the School Principal.
 - d. **Office Equipment/Telephones:** Community use of school office equipment or telephone service is not permitted. Telephone services will only be available in an emergency situation.
 - e. **Furniture:** Writing on desks, chairs, or other furniture is prohibited. Furniture may be arranged as necessary, but please ensure it is put back exactly as it was found.
 - f. **Cafeteria tables** with benches are not to be disassembled or collapsed. All tables are to remain in the cafeteria. Cafeteria tables are to be cleaned immediately after use by the permit group. A bucket, detergent/sanitizer, and a cloth will be made available by School Nutrition Services for this purpose.
 - g. **No food or beverages** are allowed in classrooms or libraries.
 - h. Community groups/organizations must adhere to all parking regulations.
5. No group shall use the school address as its mailing address.
6. **Per MBSD Administrative 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. The Board prohibits the use/possession of alcoholic beverages, tobacco, controlled substances, pepper spray, firearms, or other weapons on its premises.
 - d. Permits may be revoked or applications for renewal may be refused by the issuing party for infractions of administrative policy.
7. **ADDITIONAL ROOM(S) & FACILITY REQUESTS:** Additional requests for facilities (gymnasium, field-house, multi-purpose room, auditorium, non-permanent cafeteria, and outdoor facilities) must be referred to the Department of Recreation & Community Services at (414) 773-9982 for approval. A minimum of **three (3) weeks** advanced notice is required.