



A department of MPS

Milwaukee Recreation  
2414 W. Mitchell St.  
Milwaukee, WI 53204  
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# FACILITY USE PERMIT CHANGE/CANCELLATION

E-MAIL: [SCHOOLPERMITS@MILWAUKEE.K12.WI.US](mailto:SCHOOLPERMITS@MILWAUKEE.K12.WI.US)

## PERMIT INFORMATION

Permit #: \_\_\_\_\_

Entity/Institute: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## FACILITY INFORMATION

Facility Name: \_\_\_\_\_

Date(s)/Times(s) to be Changed/Cancelled: \_\_\_\_\_

Reason for Change/Cancellation: \_\_\_\_\_

**PLEASE NOTE:** All requests for changes/cancellations must be made no later than 48 hours prior to the requested facility use times. If you fail to change/cancel your permit within this time frame, you will be assessed all fees associated with your permit.

\_\_\_\_\_  
Signature Date

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Please submit this form to:

**MAIL:** Permit Office  
Dept. of Recreation and Community Services  
5225 West Vliet Street, Room 163  
Milwaukee, WI 53208

**EMAIL:** [SchoolPermits@milwaukee.k12.wi.us](mailto:SchoolPermits@milwaukee.k12.wi.us)

**FAX:** 414-475-8403

## FOR OFFICE USE ONLY:

Date/Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fees to be assessed: \$ \_\_\_\_\_

*Copies to: Facility, Building Engineer, School Safety, MPS/DFMS Accounts Payable*