

**If you have any questions call:
Kristi Massey @ 608-316-1371**

The Monona Grove School Districts Facility Usage Availability Procedure is done online through our www.mononagrove.org website. Following is the process that will need to be followed for all MGSD Staff and public.

Before making your request you will need to "*Become a Requester*". To do this:

- Go to www.mononagrove.org, click on District, click on Facilities Rental
- Click on Facility Calendar
- Look at the top of the Calendar and click on "Requester tab"
- **1st Time Users:** Click on "*Sign up to be a Facility Requester*"
(In order to be a Facility Requester you will need the following information to complete the application)

- ✓ First Name
- ✓ Last Name
- ✓ Email Address (Primary way we will contact you)
- ✓ Organization Verification
- ✓ Billing Address
- ✓ City
- ✓ State
- ✓ Zip
- ✓ Daytime Phone or Evening Phone or Cell Phone
- ✓ Age Verification
- ✓ Identify your classification
 - Class I
 - Class II
 - Class III A
 - Class III B
 - Class IV A
 - Class IV B
 - Class V
 - Class VI
 - Class VII
 - Class VIII
 - Class IX

(For "Definitions of Classes", see page 2 of this form)

- Fill out the one page form and click on "**Submit**"
You will receive an email with a temporary password.
(You will be able to change this later). Logout and retrieve your temporary password from your email.
- You will then receive a 2nd email (the following day) which will say:
Thank you for your interest in being a Facility Requester at Monona Grove School District. Please go to the following site to login and begin requesting facility use. www.mononagrove.org

Your login information is:
User ID: Massey (Example)
Password: TempUser12345
Please remember to change your password once you have logged in.
- You now have been accepted as a Requester. Go back to www.mononagrove.org website and click on District, Facilities Rental, then Click on the link to the right that says "Facility Calendar" and then the "*Requester*" tab. Put in your username and password (case sensitive).

You are now ready to enter your New Request

Make sure the room or building is available. In order to do this, go to: www.mononagrove.org, go to District, Click on "Facility Calendar." Once in this calendar page you can filter by building, group, date, etc. When you know that the building and room you wish to use is available continue below:

- Click on Requester tab at the top of the page and put in your username and password, click on log in
- Click on New Request (located on the left side)
- Click on Facility Group (Choose the building); click on Facility (Room in that building)

- Fill out form:
(You will need the following information to complete this form)

Event Title

Event Description – Setup – Be specific.

Event Category

SPECIAL EQUIPMENT/SETUP – THIS IS VERY IMPORTANT TO ADD!! If nothing is included there will be no setup for you. (IE: Computer help, AV screen, how many tables and where you would like them, chairs, serving tables)

Onsite Contact Supervising the Event

Estimated Attendance

Requested Times and Dates

(If you are wanting to put in a combination of dates, put in your first date in the ‘Requested Times and Date’ area, add your Date of event, with the Start Time and End Time, then go to the ‘Repeat Event’ area and click on the ‘Misc. Dates’ button. From here you click on the small calendar at the lower right of the open box and pick the dates you would like your event. Make sure you look at the Facility Calendar to be sure that there is nothing else scheduled at your particular building and time. If there is the request will not go through.

- Click on Submit
- Logout (Tab on left)

Following are the ‘Definitions of Classes Summary’ for you to determine what Class you fall into:

DEFINITIONS OF CLASSES SUMMARY:

Class I:

All Prime Use under the jurisdiction of the individual building PRINCIPAL. Organizations or programs directly involved with the individual school and its education may obtain Class I Permits. District use authorized by the Superintendent or designee.

Examples: School athletic teams – Practices/WIAA competitions; Co-curricular activities – School Play practice/performance, Madrigal Dinner; School planning or advisory groups; Booster Club meetings; PTO meetings or school sponsored PTO fund-raising projects.

Certificate of Insurance Required – NO

Class II:

Activities organized and under the jurisdiction of the Monona Recreation Dept. and/or the Cottage Grove Parks and Recreation Department.

Certificate of Insurance Required: Yes, on file at Monona Grove School District Office

Class III:

Community groups, and neighborhood associations that are service, civic, recreational, and/or educational in nature and serve primarily students of the Monona Grove School District.

(Additional Information about the group required to receive non-profit rates.)

Class III A:

Non-profit status as defined by law – **MUST ATTACH 501(c) (3) FORM TO APPLICATION**

Not engaged in fund-raising

Not engaged in for profit activity

Do not charge admission fee

Do not charge tuition

MUST MEET ALL REQUIREMENTS

Certificate of Insurance Required: Yes, must include with application

Class III B:

Cannot prove non-profit status as defined by law.

Engaged in fund-raising

Engaged in for-profit activity

Charge admission

Charge tuition

Certificate of Insurance Required: Yes, must include with application

Class IV:

Local and locally sponsored organizations, community groups that are service, civic, and/or educational in nature that are located within the Monona Grove School District and that are primarily comprised of Monona Grove School District Adult Residents.

(Additional Information about the group required to receive non-profit rates.)

Class IV A:

Non-profit Status as defined by law – **MUST ATTACH 501(c)(3) FORM TO APPLICATION**

Not engaged in fund-raising

Not engaged in for profit activity

Do not charge admission fee

Do not charge tuition

MUST MEET ALL REQUIREMENTS

Certificate of Insurance Required: Yes, must include with application

Class IV B:

Cannot prove non-profit status as defined by law.

Engaged in fund-raising

Engaged in for-profit activity

Charge admission

Charge tuition

Certificate of Insurance Required: Yes, must include with application

Class V:

Governmental or quazi-governmental bodies

Examples: MATC Classes, UW Classes

Certificate of Insurance Required: Yes, must include with application

Class VI:

School-age child care programs provided that such programs meet all of the following requirements:

(Additional Information about the group required to receive non-profit rates.)

Incorporated as a non-stock organization (non-profit) within the State of WI; Licensed by the State of Wisconsin, Department of Health and Social Services as a day care center with a program for school-age children; Certified to received public funds for tuition assistance by Dane County Department of Social Services.

Certificate of Insurance Required: Yes, must include with application

Class VII:

Organizations or groups that are primarily comprised of adult residents of the Monona Grove School District.

Certificate of Insurance Required: Yes, must include with application

Class VIII:

Organizations or groups located outside the Monona Grove School District that are primarily comprised of Non-Monona Grove School District residents.

Certificate of Insurance Required: Yes, must include with application

Class IX:

Rental agreements with non-school groups who rent surplus school facilities.

Rates Negotiated by Director of Business Services.