

APPLICATION AND AGREEMENT FOR  
USE OF SEVASTOPOL PUBLIC SCHOOL FACILITIES

Please submit to the District Office (4550 Highway 57, Sturgeon Bay, WI 54235)

DATE OF APPLICATION: 3/22/19  
APPLICANT'S NAME: Chad Retelapf  
SPONSORING ORGANIZATION: DARE - 6th Grade  
ACTIVITIES PLANNED (Be Specific and Detailed):

DARE Graduation

DATE(S) REQUESTED: 4/16/19  
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: MP Room

STARTING TIME TO SETUP: 5:00 TIME DOORS OPEN FOR PUBLIC: 5:30

TIME EVENT ENDS: 7:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 7:30

TOTAL HOURS: 2.5 FEE: \$ —

ESTIMATED ATTENDANCE: 80

LIST EQUIPMENT NEEDED:	Yes	No	DISTRICT WILL PROVIDE:	Yes	No
<u>Podium</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Chairs</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Tables</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

In signing this application, the applicant agrees to be bound by the terms and conditions attached hereto which are made a part hereof.

**NOTE: Please note that if a school-sponsored activity needs to be scheduled on the date(s) you have requested facility usage, the school-sponsored activity will take precedence and your activity will need to be relocated or rescheduled. We will do our best to accommodate you if this situation arises.**

**IF YOUR EVENT/ACTIVITY CANCELS, PLEASE NOTIFY THE DISTRICT OFFICE. (920-743-6282 EXT 101)**

SIGNATURE OF APPLICANT: [Signature]

ADDRESS: Sevastopol

PHONE NUMBER(S): \_\_\_\_\_

APPLICATION: APPROVED [Signature] DENIED \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 4/1/19

For School Use Only	
Date Received in District Office	<u>4-1-19</u> <u>[Signature]</u> <u>4/1 10:48</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost: =	_____