

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: 1-18-2019

APPLICANT'S NAME: Justin Skiba

SPONSORING ORGANIZATION: 3rd Grade

ACTIVITIES PLANNED (Be Specific and Detailed):
"Susan and Elizabeth" performance in MP room (4:30-5:15)
3rd Grade Wax Museum - 2nd/3rd Floors (5:30-6:30)

DATE(S) REQUESTED: Thursday, April 25th
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Multi-purpose room and elementary hallways (2nd + 3rd Floors)

STARTING TIME TO SETUP: 4:00 pm TIME DOORS OPEN FOR PUBLIC: 4:30 pm

TIME EVENT ENDS: 6:30 pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 7 pm

TOTAL HOURS: 3 FEE: \$ —

ESTIMATED ATTENDANCE: 100 +

LIST EQUIPMENT NEEDED:		DISTRICT WILL PROVIDE:
_____	Yes _____	No _____
_____	Yes _____	No _____
_____	Yes _____	No _____

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 _____

PHONE NUMBER(S) _____

APPLICATION: APPROVED [Signature] DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 1/21/19

For School Use Only	
Date Received in District Office <u>1-21-19</u> <u>gc</u>	1/21 11:21
Maintenance — Total Labor Hours = _____	
Food Service — Total Labor Hours = _____	
Materials/Supplies Used & Cost: = _____	