

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: 1-14-19
APPLICANT'S NAME: Lynn Kotte
SPONSORING ORGANIZATION: 8th grade class
ACTIVITIES PLANNED (Be Specific and Detailed):

8th grade Dance

DATE(S) REQUESTED: April 26th 2019
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Multipurpose room

STARTING TIME TO SETUP: 3:15 pm TIME DOORS OPEN FOR PUBLIC: 7:00 pm

TIME EVENT ENDS: 9:00 pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 9:30 pm

TOTAL HOURS: 6 FEE: \$

ESTIMATED ATTENDANCE: 70 - 80

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: Lynn R. Kotte

ADDRESS _____

PHONE NUMBER(S) _____

APPLICATION: APPROVED *L* DENIED _____

SUPERINTENDENT'S SIGNATURE *[Signature]* DATE: 1/18/19

For School Use Only	
Date Received in District Office	<u>1-15-19</u> <u>JK</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost =	_____

1/15
9:56