

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: March 5, 2019

APPLICANT'S NAME: Beth Riekkola

SPONSORING ORGANIZATION: 5th Grade Trees For Tomorrow Trip

ACTIVITIES PLANNED (Be Specific and Detailed):

We would like to have a parent meeting with all 4th grade parents about our trip to Trees For Tomorrow.

DATE(S) REQUESTED: Tuesday, April 2nd, 2019
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Multi-Purpose Room

STARTING TIME TO SETUP: 5:00 TIME DOORS OPEN FOR PUBLIC: 5:15

TIME EVENT ENDS: 6:15 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 6:30

TOTAL HOURS: 1.5 FEE: \$ 0

ESTIMATED ATTENDANCE: 60 parents

LIST EQUIPMENT NEEDED:	DISTRICT WILL PROVIDE:	
	Yes	No
<u>Chairs</u>	<u>X</u>	_____
<u>Projector with screen</u>	<u>X</u>	_____
_____	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: Beth Riekkola

ADDRESS: 808 Hickory St. Sturgeon Bay, WI 54235

PHONE NUMBER(S): (920) 493-4090

APPLICATION: APPROVED 2 DENIED _____

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 3/7/19

For School Use Only	
Date Received in District Office <u>3-6-19</u> <u>[Signature]</u>	<u>3/6/19 9:50</u>
Maintenance — Total Labor Hours = _____	
Food Service — Total Labor Hours = _____	
Materials/Supplies Used & Cost: = _____	