

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: 4.16.19  
APPLICANT'S NAME: Steph Ayer  
SPONSORING ORGANIZATION: 5th Grade  
ACTIVITIES PLANNED (Be Specific and Detailed):

**\* National Teach Children to Save**

DATE(S) REQUESTED: 4.26.19  
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: MPR

STARTING TIME TO SETUP: 1:00 TIME DOORS OPEN FOR PUBLIC: 1:00 N/A

TIME EVENT ENDS: 3:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 3:00

TOTAL HOURS: 2 FEE: \$ —

ESTIMATED ATTENDANCE: 45

LIST EQUIPMENT NEEDED:	Yes	No	DISTRICT WILL PROVIDE:	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 2 DENIED \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 4/17/19

Date Received in District Office <u>4-17-19</u> <u>[Signature]</u>		For School Use Only	<u>4/17/19 - 8:25</u>
Maintenance — Total Labor Hours =	_____		
Food Service — Total Labor Hours =	_____		
Materials/Supplies Used & Cost: =	_____		