

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: 7/10/2019
APPLICANT'S NAME: Amy Lautenbach
SPONSORING ORGANIZATION: Registration
ACTIVITIES PLANNED (Be Specific and Detailed):

Registration & Orientation

DATE(S) REQUESTED: Aug 5 & Aug 6
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Cafeteria & Multi Purpose Room - only

STARTING TIME TO SETUP: _____ TIME DOORS OPEN FOR PUBLIC: _____

TIME EVENT ENDS: 12 pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 8 pm

TOTAL HOURS: _____ FEE: \$ _____

ESTIMATED ATTENDANCE: _____

LIST EQUIPMENT NEEDED:

DISTRICT WILL PROVIDE:

<u>Tables & Chairs</u>	Yes _____	No _____
<u>Bans</u>	Yes _____	No _____
<u>Extension cords</u>	Yes _____	No _____
<u>Podium for mpr-orientations</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: Amy Lautenbach

ADDRESS: 4550 Hwy 57

PHONE NUMBER(S): 743-6282 x1105

APPLICATION: APPROVED d DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 7/12/19

Date Received in District Office 7-11-19 je
For School Use Only

Maintenance — Total Labor Hours = _____

Food Service — Total Labor Hours = _____

Materials/Supplies Used & Cost: = _____

*we will use Cafeteria
from 12-6:30 pm
we will use MPR
from 6:00-8 pm
(Set up as
in past)*