

APPLICATION AND AGREEMENT FOR
USE OF SEVASTOPOL PUBLIC SCHOOL FACILITIES

Please submit (a minimum one week notice) to the District Office (4550 Highway 57, Sturgeon Bay, WI 54235)

DATE OF APPLICATION: 2-4-2020
APPLICANT'S NAME: Tanya Hasenjager
SPONSORING ORGANIZATION: Music Department
ACTIVITIES PLANNED (Be Specific and Detailed):

Parent Informational meeting for New York

DATE(S) REQUESTED: Sunday Feb 16 4pm
(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: 3:30pm EVENT BEGINS AT: 4pm

TIME EVENT ENDS: 5pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 5pm

TOTAL HOURS: 1 FEE: \$ _____

ESTIMATED ATTENDANCE: 100

DO YOU NEED AN ADMINISTRATOR PRESENT FOR THE EVENT? IF SO, IS ONE AVAILABLE?

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

IF FURTHER SET UP IS NEEDED PLEASE EMAIL ROCH LAUTENBACH THE DETAILS
(rlautenbach@sevastopol.k12.wi.us)

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 1101)

SIGNATURE OF APPLICANT: Tanya Hasenjager

ADDRESS _____

PHONE NUMBER(S) _____

APPLICATION: APPROVED DENIED _____

SUPERINTENDENT'S SIGNATURE: Roch Lautenbach DATE: 2/5/2020

Date Received in District Office <u>2-5-20</u> <i>gc</i> ^{For School Use Only}	<u>215</u> <u>7:42</u>
Maintenance — Total Labor Hours = _____	
Food Service — Total Labor Hours = _____	
Materials/Supplies Used & Cost: = _____	