

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: 1-10-19

APPLICANT'S NAME: Brooke Tanck

SPONSORING ORGANIZATION: K-5 Elementary Science Teachers

ACTIVITIES PLANNED (Be Specific and Detailed):

"Planning Effectively" Professional Development by  
a trainer from Houghton-Mifflin.

DATE(S) REQUESTED: Friday, January 18th  
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Elementary library

POD 2: 9:15-11:30 POD 1: 12:30-2:45

STARTING TIME TO SETUP: 8:00am TIME DOORS OPEN FOR PUBLIC: 9:00am

TIME EVENT ENDS: 3:00pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 3:30pm

TOTAL HOURS: 7 1/2 FEE: \$     

ESTIMATED ATTENDANCE:     

LIST EQUIPMENT NEEDED:

	Yes	DISTRICT WILL PROVIDE:	No
<u>Projector + Screen</u>	<u>Yes</u>	<u>✓</u>	<u>No</u>
<u>Audio</u>	<u>Yes</u>	<u>✓</u>	<u>No</u>
<u>Tables for groups</u>	<u>Yes</u>	<u>✓</u>	<u>No</u>

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: Brooke Tanck

ADDRESS     

PHONE NUMBER(S)     

APPLICATION: APPROVED ✓ DENIED     

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 1/15/19

Date Received in District Office 1-14-19 gc

1/14/19  
2:53

Maintenance — Total Labor Hours =       
Food Service — Total Labor Hours =       
Materials/Supplies Used & Cost: =