

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: Monday, November 4, 2019

APPLICANT'S NAME: Kyle Schleis

SPONSORING ORGANIZATION: Math Team

ACTIVITIES PLANNED (Be Specific and Detailed):

→ Sevastopol Hosts a Packerland Math League Meet where students are tested in classrooms from about 4:30-6:00 PM

DATE(S) REQUESTED: Monday, January 27, 2020  
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Sevastopol MS Classrooms,  
HS Classrooms, & Cafeteria (1st Floor only)

STARTING TIME TO SETUP: 4:00 PM EVENT BEGINS AT: 4:30 PM

TIME EVENT ENDS: 6:30 PM TIME CLEANUP IS FINISHED AND DOORS LOCKED: 7:00 PM

TOTAL HOURS: 3 FEE: \$ —

ESTIMATED ATTENDANCE: 125-150 people

DO YOU NEED AN ADMINISTRATOR PRESENT FOR THE EVENT? IF SO, IS ONE AVAILABLE? No but would be helpful

LIST EQUIPMENT NEEDED:

	Yes	No
<u>PA System</u>	<u>X</u>	<u>  </u>
<u>Classrooms (for testing)</u>	<u>X</u>	<u>  </u>
<u>Cafeteria (for awards &amp; snacks)</u>	<u>X</u>	<u>  </u>

DISTRICT WILL PROVIDE:

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: Kyle Schleis

ADDRESS 4550 Hwy #57 Sturgeon Bay, WI 54235

PHONE NUMBER(S) 920-660-7385

APPLICATION: APPROVED X DENIED   

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 11/11/19

Date Received in District Office 11-6-19 For School Use Only

Maintenance — Total Labor Hours =   

Food Service — Total Labor Hours =   

Materials/Supplies Used & Cost: =   

11/11  
8:33