

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: 1-9-20
APPLICANT'S NAME: Cara Krueger
SPONSORING ORGANIZATION: _____
ACTIVITIES PLANNED (Be Specific and Detailed):

5th grade watercolor demonstration by Kari Anderson

DATE(S) REQUESTED: 1-29-20
(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: 11:45 EVENT BEGINS AT: 12:30

TIME EVENT ENDS: 2:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: _____

TOTAL HOURS: 2.15 FEE: \$ _____

ESTIMATED ATTENDANCE: 65

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

LIST EQUIPMENT NEEDED: document camera Yes ☒ No _____
projector / computer Yes ☒ No _____
screen Yes ☒ No _____

DISTRICT WILL PROVIDE:

Chairs + tables

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: Cara Krueger

ADDRESS _____

PHONE NUMBER(S) _____

APPLICATION: APPROVED 2 DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 1/10/2020

Date Received in District Office 1-9-20 gc For School Use Only

119 1149

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