

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: 9/12/19
APPLICANT'S NAME: Amy Lauterbach
SPONSORING ORGANIZATION: _____
ACTIVITIES PLANNED (Be Specific and Detailed):

Senior meeting

DATE(S) REQUESTED: 1/3/20
(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: 8:30 am TIME DOORS OPEN FOR PUBLIC: _____

TIME EVENT ENDS: 9:15 am TIME CLEANUP IS FINISHED AND DOORS LOCKED: _____

TOTAL HOURS: _____ FEE: \$ _____

ESTIMATED ATTENDANCE: _____

LIST EQUIPMENT NEEDED:

DISTRICT WILL PROVIDE:

<u>50 chairs</u>	Yes _____	No _____
<u>1 screen & projector</u>	Yes _____	No _____
_____	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 Lauterbach

ADDRESS: 4550 Hwy 57

PHONE NUMBER(S): 743-6282 x1105

APPLICATION: APPROVED 2 DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 9/17/19

Date Received in District Office 9-16-19 jc

For School Use Only

9-16
11:47

Maintenance — Total Labor Hours = _____

Food Service — Total Labor Hours = _____

Materials/Supplies Used & Cost: = _____