

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: 11.29.18  
APPLICANT'S NAME: Kim Larna  
SPONSORING ORGANIZATION: Child Find Sevastopol  
ACTIVITIES PLANNED (Be Specific and Detailed):

2.5 years - 21 years Child Find

DATE(S) REQUESTED: 1.4.19  
(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: 1.3.19 @ 3:15 1.4.19 @ 7:30 TIME DOORS OPEN FOR PUBLIC: 1.4.19 @ 8am

TIME EVENT ENDS: 1.4.19 @ 3pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 1.4.19 4pm

TOTAL HOURS: — FEE: \$ N/A

ESTIMATED ATTENDANCE: TBD

LIST EQUIPMENT NEEDED:	Yes	No	DISTRICT WILL PROVIDE:	Yes	No
<u>9 Tables</u>	<u>X</u>	<u>—</u>	<u>X</u>	<u>X</u>	<u>—</u>
<u>Dividers</u>	<u>X</u>	<u>—</u>	<u>X</u>	<u>X</u>	<u>—</u>
<u>Chair</u>	<u>X</u>	<u>—</u>	<u>X</u>	<u>X</u>	<u>—</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: Kim Larna

ADDRESS 4550 Highway 57

PHONE NUMBER(S) 743-6282 ext. 1313

APPLICATION: APPROVED X DENIED —

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 12/4/18

For School Use Only	
Date Received in District Office	<u>12-3-18</u> <u>gc</u>
Maintenance — Total Labor Hours =	<u>12/3</u>
Food Service — Total Labor Hours =	<u>8:27</u>
Materials/Supplies Used & Cost: =	<u>—</u>