

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: 9/14/21

APPLICANT'S NAME: Brooke Tancle

SPONSORING ORGANIZATION: Leadership Council

ACTIVITIES PLANNED (Be Specific and Detailed):

Student leadership group doing a book club as athletes.

DATE(S) REQUESTED: Every 2nd + 4th Wednesday Morning starting Sept. 22
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Carl Scholt Room

STARTING TIME TO SETUP: _____ EVENT BEGINS AT: 7:15 AM

TIME EVENT ENDS: 7:45AM TIME CLEANUP IS FINISHED AND DOORS LOCKED: _____

TOTAL HOURS: _____ FEE: \$ _____

ESTIMATED ATTENDANCE: 20 athletes, 3 advisors

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

LIST EQUIPMENT NEEDED:		DISTRICT WILL PROVIDE:
<u>Tables + Chairs</u>	Yes <input checked="" type="checkbox"/>	No _____
<u>Smartboard</u>	Yes <input checked="" type="checkbox"/>	No _____
<u>Marker board</u>	Yes <input checked="" type="checkbox"/>	No _____

IF FURTHER SET UP IS NEEDED PLEASE EMAIL DAN PETRINA THE DETAILS
(dpetrina@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: Brooke Tancle

ADDRESS School

PHONE NUMBER(S) 920-495-2328

APPLICATION: APPROVED DENIED _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: 9/15/21

Date Received in District Office <u>9/15/21</u>	
For School Use Only	
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost: =	_____