

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:

APPLICANT'S NAME:

SPONSORING ORGANIZATION:

ACTIVITIES PLANNED (Be Specific and Detailed):

(See Attached)

DATE(S) REQUESTED:

(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED:

Elementary Building, Multipurpose Room,
Kindergarten rooms, Room 313, Imc#316, Elementary Gym Rm 200

STARTING TIME TO SETUP:

EVENT BEGINS AT:

TIME EVENT ENDS:

TIME CLEANUP IS FINISHED AND DOORS LOCKED:

TOTAL HOURS:

FEE:\$

ESTIMATED ATTENDANCE:

300

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

LIST EQUIPMENT NEEDED:

Tables set up in row on wall in mp. Room

Yes
Yes
Yes

DISTRICT WILL PROVIDE:

No
No
No

-Could we have them set up day before?

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:

ADDRESS

(School)

PHONE NUMBER(S)

APPLICATION:

APPROVED

DENIED

SUPERINTENDENT'S SIGNATURE

DATE:

2/12/20

Date Received in District Office

For School Use Only

Maintenance — Total Labor Hours =

Food Service — Total Labor Hours =

Materials/Supplies Used & Cost: =

2/11
3:52

Dr. Seuss Camp Read- a lot

Date: Thursday March 12th, 5:30-7:00

Time Line:

Planning Meeting Jan. 30th.

Talk to PTO for Funding Monday Feb. 10th? Sent in form

Get the word out. Save the date.

Article for Pioneer Press due Monday

Planning Sheet

Decide what rooms we want and reserve them.

Posters in the hall with correct spelling.

Facebook, get announcement to Steven(check with Stephen)

Make copies of flyers to send home. (have flyers out for conferences)

Make reminders to send home on Monday the week of.

Signs for the doors that night.

Map of events

Activities: Books or poems to go with activities.

Smores: 4k/K Kindergarten Rooms

<https://docs.google.com/document/d/1zOeRbdkBbrZSYKvIhISvnpWsi4FURAvNXkzMeREGZcs/edit?usp=sharing>

Nature Craft

Camping Adventure- Justin, Joel Elementary Gym

Flashlight reading Books about camping with flashlights. - Kim and Allison (Cara's room200)

Campfire Songs - Bridget (Elementary LMC)

Fishing Activities: Fishing Treat. Fishing pond activity

Firefly Craft <http://www.cometogetherkids.com/2011/07/glow-in-dark-firefly-jar.html> Room 317
Diane

Star gazing- Seeing Stars - Steph, Beth, Jenny, Cally (Cally's room 316)

<https://www.kidscreations.com/blog/15-cool-stargazing-activities-kids/>

Used book give away. Set up in MP room tables with books for families to take. Have bags.
(I have.)

Camp guides, greeters.

Multipurpose Room Tables set up (Could we get these set up the morning of the 12th so we are all set during the day?)

