

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: Nov 1, 2019

APPLICANT'S NAME: Melissa Margraf

SPONSORING ORGANIZATION: Community Programs

ACTIVITIES PLANNED (Be Specific and Detailed):

Usando la computadora para conectarse
(Using the computer to connect with your students)

DATE(S) REQUESTED: March 3, 5, 10, 12, 17, 19, 24, 26 (Tuesday + Thursday)
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: IMC

STARTING TIME TO SETUP: 3:50 EVENT BEGINS AT: 4:00

TIME EVENT ENDS: 5:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 5:10

TOTAL HOURS: 1 hour 20 minutes FEE: \$ none

ESTIMATED ATTENDANCE: TBD

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

LIST EQUIPMENT NEEDED:

None

DISTRICT WILL PROVIDE:

Yes	_____	No	_____
Yes	_____	No	_____
Yes	_____	No	_____

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: Melissa Margraf

ADDRESS School

PHONE NUMBER(S) X 1111

APPLICATION: APPROVED 2 DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 11/7/19

<i>For School Use Only</i>	
Date Received in District Office	<u>11-7-19</u> <u>[Signature]</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost: =	_____