

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: 1/31/20
APPLICANT'S NAME: TIM NEWTON
SPONSORING ORGANIZATION: 7th Grade Dance
ACTIVITIES PLANNED (Be Specific and Detailed): _____

DATE(S) REQUESTED: Friday March 6th
(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: 4:00 EVENT BEGINS AT: 7:00

TIME EVENT ENDS: 9:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 9:30

TOTAL HOURS: _____ FEE: \$ _____

ESTIMATED ATTENDANCE: 40

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

LIST EQUIPMENT NEEDED:	Yes _____	No _____	DISTRICT WILL PROVIDE:
_____	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: [Signature]

ADDRESS _____

PHONE NUMBER(S) _____

APPLICATION: APPROVED [Signature] DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 2/3/2020

Date Received in District Office <u>1-31-2020</u> <i>For School Use Only</i>		<u>1/31</u>
Maintenance — Total Labor Hours = _____		<u>11:26</u>
Food Service — Total Labor Hours = _____		
Materials/Supplies Used & Cost: = _____		