

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: 2/19/19
 APPLICANT'S NAME: Diane Jenquin
 SPONSORING ORGANIZATION: Elementary Literacy Team
 ACTIVITIES PLANNED (Be Specific and Detailed): _____

1/2 prep *1/2 clean up*

DATE(S) REQUESTED: Thursday March 7th From (5:00 - 7:30)
 (The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Multipurpose room, Kindergarten rooms
Room 317, 313, 315 (215, 216) Conference rooms
(Elementary Lmc) 4:30-5:00
 STARTING TIME TO SETUP: 4:30-5:00 TIME DOORS OPEN FOR PUBLIC: 5:15

TIME EVENT ENDS: 7:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 7:20

TOTAL HOURS: _____ FEE: \$ _____

ESTIMATED ATTENDANCE: Last year we had 400

LIST EQUIPMENT NEEDED:	DISTRICT WILL PROVIDE:
<u>Teachers will request as needed</u>	
_____ 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: Diane M Jenquin

ADDRESS: District

PHONE NUMBER(S) _____

APPLICATION: APPROVED [Signature] DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 2/21/19

<i>For School Use Only</i>	
Date Received in District Office <u>2-20-19</u>	<u>2/20</u>
Maintenance — Total Labor Hours = _____	<u>12:25</u>
Food Service — Total Labor Hours = _____	
Materials/Supplies Used & Cost: = _____	