

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: January 24, 2019

APPLICANT'S NAME: \_\_\_\_\_

SPONSORING ORGANIZATION: Sevastopol School

ACTIVITIES PLANNED (Be Specific and Detailed):

Senior Awards Night 2020

DATE(S) REQUESTED: May 13, 2020  
(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: 3:30pm TIME DOORS OPEN FOR PUBLIC: 6:00pm

TIME EVENT ENDS: 8:00pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: \_\_\_\_\_

TOTAL HOURS: 4.5 FEE: \$ N/A

ESTIMATED ATTENDANCE: 120

LIST EQUIPMENT NEEDED:

Two head tables + podium w/mic  
Seating (chairs) for 120  
10 chairs in front

Yes	<input checked="" type="checkbox"/>	DISTRICT WILL PROVIDE:	No	_____
Yes	<input checked="" type="checkbox"/>		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) Ext. 1132

APPLICATION: APPROVED [Signature] DENIED \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 2-3-19

For School Use Only	
Date Received in District Office	<u>1-25-19</u> <u>[Signature]</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost: =	_____