

APPLICATION AND AGREEMENT FOR
USE OF SEVASTOPOL PUBLIC SCHOOL FACILITIES

Please submit to the District Office (4550 Highway 57, Sturgeon Bay, WI 54235)

DATE OF APPLICATION: 2-1-19
APPLICANT'S NAME: Brooke Tanck + Katie Grooters
SPONSORING ORGANIZATION: _____
ACTIVITIES PLANNED (Be Specific and Detailed):

Annual Second Grade Puppet Show

DATE(S) REQUESTED: May²⁴ 28, 29, 30 May 24: Puppet making
(The earliest events will be considered for scheduling is three months prior to the requested date)
FACILITY (IES) REQUESTED: Multi-purpose Room May 28-29: Practice
May 30: Performance

STARTING TIME TO SETUP: 8:00 TIME DOORS OPEN FOR PUBLIC: 1:00
TIME EVENT ENDS: 3:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 4:00 P.M.
TOTAL HOURS: _____ FEE: \$ _____ Event: 2:00-3:00
ESTIMATED ATTENDANCE: 100

LIST EQUIPMENT NEEDED: Tables - Puppet Making Day Yes No _____
Speakers Yes No _____
Microphones, chairs Yes No _____

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 101)

SIGNATURE OF APPLICANT: Brooke Tanck
ADDRESS School
PHONE NUMBER(S) _____

APPLICATION: APPROVED DENIED _____
SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 2/5/19

For School Use Only
Date Received in District Office 2-4-19 je 2/4
Maintenance — Total Labor Hours = _____ 10:48
Food Service — Total Labor Hours = _____
Materials/Supplies Used & Cost: = _____

* Note: Steph will move her RIF on May 30th to Monday, June 3rd.