

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: April 16 2019

APPLICANT'S NAME: Dale Carlson

SPONSORING ORGANIZATION: FFA

ACTIVITIES PLANNED (Be Specific and Detailed): Annual FFA member/parent Banquet
6:30 pm - start with meal followed by award ceremonies Student will setup
tables and chairs in cafeteria on Friday Banquet will be on Sat

DATE(S) REQUESTED: MAY 4 2019
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: Cafeteria and Kitchen

STARTING TIME TO SETUP: Friday May 3
4:30 TIME DOORS OPEN FOR PUBLIC: 6:10pm May 4

TIME EVENT ENDS: 8:15pm TIME CLEANUP IS FINISHED AND DOORS LOCKED: 9:00pm

TOTAL HOURS: 4 hrs FEE: \$ _____

ESTIMATED ATTENDANCE: 90

| LIST EQUIPMENT NEEDED: | DISTRICT WILL PROVIDE: | |
|--------------------------------------|------------------------|----------|
| <u>Alumni Tables - ovens - sinks</u> | Yes <u>X</u> | No _____ |
| <u>Podium</u> | Yes _____ | No _____ |
| _____ | 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: Dale Carlson

ADDRESS School

PHONE NUMBER(S) 920-743-6282 1124

APPLICATION: APPROVED X DENIED _____

SUPERINTENDENT'S SIGNATURE [Signature] DATE: 4/18/19

| | | |
|--|---------------------|--------------|
| Date Received in District Office <u>4-17-19</u> <u>[Signature]</u> | For School Use Only | 4-17-19 8:35 |
| Maintenance — Total Labor Hours = _____ | | |
| Food Service — Total Labor Hours = _____ | | |
| Materials/Supplies Used & Cost: = _____ | | |