

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: 10/30/19  
APPLICANT'S NAME: Adam Bauer Amy Lauterbach  
SPONSORING ORGANIZATION: LEAD  
ACTIVITIES PLANNED (Be Specific and Detailed):

HS meeting with LEAD directors

DATE(S) REQUESTED: 11/7/19  
(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: 11:15 TIME DOORS OPEN FOR PUBLIC: \_\_\_\_\_

TIME EVENT ENDS: 12:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: \_\_\_\_\_

TOTAL HOURS: 3/4 FEE: \$ \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

LIST EQUIPMENT NEEDED:	Yes	No	DISTRICT WILL PROVIDE:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: Amy Lauterbach

ADDRESS: 4550 Hwy 57

PHONE NUMBER(S): 743-6282 x1105

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

SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 10/31/19

For School Use Only	
Date Received in District Office	<u>10-30-19</u> <u>gc</u> <u>10/30 3:32</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost =	_____