

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: 10/12/21
APPLICANT'S NAME: Randi Petrina
SPONSORING ORGANIZATION: Photos by Matt
ACTIVITIES PLANNED (Be Specific and Detailed): _____

DATE(S) REQUESTED: 10/27/21
(The earliest events will be considered for scheduling is three months prior to the requested date)

FACILITY (IES) REQUESTED: New multi-purpose Room

STARTING TIME TO SETUP: 7:30 am TIME DOORS OPEN FOR PUBLIC: 7:50

TIME EVENT ENDS: 10:00 TIME CLEANUP IS FINISHED AND DOORS LOCKED: 10:30 am

TOTAL HOURS: 3 FEE: \$ -

ESTIMATED ATTENDANCE: 100 students

LIST EQUIPMENT NEEDED:		DISTRICT WILL PROVIDE:
<u>N/A</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: Randi Petrina

ADDRESS: _____

PHONE NUMBER(S): 920-743-6282 Ext. 1107

APPLICATION: APPROVED DENIED _____
SUPERINTENDENT'S SIGNATURE: [Signature] DATE: 10/19/21

For School Use Only	
Date Received in District Office	<u>10/12/21 - [Signature]</u>
Maintenance — Total Labor Hours =	_____
Food Service — Total Labor Hours =	_____
Materials/Supplies Used & Cost: =	_____

10/21/21 [Signature]