



School District of Sevastopol

Sevastopol School District Office
4550 State Highway 57
Sturgeon Bay, WI 54235
(920) 743-6282 Ext. 1101

APPLICATION FOR USE OF FACILITIES

SPECIFIC AREA REQUIRED:

- ☐ Pioneer Room
- ☐ Cafeteria
- ☐ Kitchen
- ☐ High School Gymnasium
- ☐ Elementary Gymnasium
- ☐ Classroom # _____
- ☐ FACS Room
- ☐ Atrium
- ☐ Other: (List) _____

Equipment Needed:

Chairs _____
Tables _____
Other _____

If further setup is required, email
Dan Petrina the details
(dpetrina@sevastopol.k12.wi.us)

Today's Date _____

Name of Organization _____

Applicant's Name _____

Purpose/Name of Activity _____

Expected # of participants _____

Dates Requested:	(X)	Month	Day	Year	Room Needed Start Time	Room Needed End Time	Time Event Begins	Time Event Ends
Monday	<input type="checkbox"/>							
Tuesday	<input type="checkbox"/>							
Wednesday	<input type="checkbox"/>							
Thursday	<input type="checkbox"/>							
Friday	<input type="checkbox"/>							
Saturday	<input type="checkbox"/>							
Sunday	<input type="checkbox"/>							

For Continuing Activities: Starting Date: _____ Ending Date: _____

NOTE: Please note that if a school-sponsored activity needs to be scheduled on the date(s) you have requested, 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. All requests are subject to change.

In signing this application, the applicant agrees to be bound by the terms and conditions attached hereto which are made a part hereof.

IF YOUR EVENT/ACTIVITY CANCELS, PLEASE NOTIFY THE DISTRICT OFFICE.

SIGNATURE OF APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

APPLICATION: APPROVED _____ DENIED _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

For School Use Only

Date Received in District Office: _____

Date Applicant Notified: _____

Facility Use Supervisor – Total Labor Hours = _____

Maintenance – Total Labor Hours = _____

Food Service – Total Labor Hours = _____

Materials/Supplies Used & Cost = _____