



## APPLICATION FOR USE OF SCHOOL DISTRICT PROPERTY INTERNAL USE FORM

*\*Additional form required for the use of Kulp Auditorium and Joe Moresco Stadium and Bredbrenner Field.\**

Date Request Submitted: 1/16/17

The members of (specify group) French Travel Club request the permission be granted for the use of (specify location) York in accordance with the rules and regulations of the Ithaca City School District for the purpose of parent, student meetings.

Contact Person: Janet Bowman Phone Number: 607-274-2189 Email: jbowman@icsd.k12.ny.us

**ALL BUILDINGS WILL BE LOCKED BEFORE AND AFTER THE REQUESTD STARTED AND END TIMES. PLEASE ALLOW YOURSELF ENOUGH TIME TO SET-UP AND CLEAN UP THE SPACE REQUESTED.**

Dates Requested: Thurs 1/19/17 (Must be 30 days prior to event) Estimated Number of Attendees: 40

Time Requested: Start: 6:45 End: 8:00

Time of Event: Start: 7:00 End: 8:00

Will you require custodial staff?  Yes  No

Please list any furniture you will need. Be specific and give diagrams for all set ups.

Will you require kitchen use?  Yes  No

Will you require additional personnel services?  Yes  No

If yes, please specify: \_\_\_\_\_

Name of person who is certified in AED equipment and will be providing services at your event: \_\_\_\_\_

Signature of Applicant: Janet Bowman

Date: 1/16/17

**Office Use Only**

Received by: \_\_\_\_\_  
 Administrator: \_\_\_\_\_  
 Head Custodian: \_\_\_\_\_  
 Food Services Dir.: \_\_\_\_\_