



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: 11/9/17

The members of (specify group) CODE RED request the permission be granted for the use of (specify location) CAFETERIA, E1, E4, E16 Activity in accordance with the rules and regulations of the Ithaca City School District for the purpose of _____.

Contact Person: Jan Keywe Phone Number: X2180 Email: jkeywe@icd

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

Dates Requested: 11/17 (Must be 30 days prior to event) Estimated Number of Attendees: 80

Time Requested: Start: 3:45 End: 9:30 P

Time of Event: Start: 4:30 End: 9: PM

Will you require custodial staff: ☐ Yes ☒ No

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

PERMISSION TO MOVE TABLES + CHAIRS

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: Jan Keywe

Signature of Applicant: [Signature]

Date: 11/9/17

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____

RECEIVED
NOV 09 2017
BY: [Signature]

ENTERED
11/14/17

