



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: 4/5/18

The members of (specify group) ICSD Professional Develop request the permission be granted for the use of (specify location) _____ in accordance with the rules and regulations of the Ithaca City School District for the purpose of Inclusion Conference.

Contact Person: Laura Evans Phone Number: 274-2134 Email: laura.evans@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: 7/30 & 7/31 (Must be 30 days prior to event) Estimated Number of Attendees: 300
2018

Time Requested: Start: 12:30 End: 4:00 12-15 classrooms in one building
Time of Event: Start: 1:00 End: 3:45 with smartboards - usual classroom set up
(X H was used last year)

Will you require custodial staff: ☒ Yes ☐ No

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

desk/tables/chairs 25/30 - cafeteria set up

Will you require kitchen use? ☒ Yes ☐ No - Food Service with prepare meals

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: Laura Evans

Date: 4/5/18

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____