



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: 4/19/18

The members of (specify group) Medical request the permission be granted for the use of
(specify location) Activities in accordance with the rules and regulations of the
Ithaca City School District for the purpose of Nurses Meeting with Guest Speaker

Contact Person: Cathy Sinnott Phone Number: 274-2127 Email: _____

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: May 15th 2018 (Must be 30 days prior to event) Estimated Number of Attendees: 30

Time Requested: Start: 3:45 End: 5:30

Time of Event: Start: 4 End: 5:15

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: _____

Tables + chairs in
a square to
accommodate 30 people
Also Promethean Board
Set up

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

Signature of Applicant: Kandall Wells

Date: 4/19/18

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____

APR 19 2018
BY: BLP



ENTERED
4/20/18