



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: 1/17/17

The members of (specify group) IHS Orchestra request the permission be granted for the use of (specify location) Cafeteria in accordance with the rules and regulations of the Ithaca City School District for the purpose of Cabaret Night.

Contact Person: Bill Makin Phone Number: 21143 Email: Bill.Makin@ICS.D.K12.NY.US

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: March 10 + 11 (Must be 30 days prior to event) Estimated Number of Attendees: 500

Time Requested: Start: March 9th 7pm End: March 11th 10pm

Time of Event: Start: 7pm End: 10pm

Will you require custodial staff: ☒ Yes ☐ No

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

Mic stands, tables, chairs - this setup isn't clear to me yet either.

Will you require kitchen use? ☒ Yes ☐ No (I'm unsure about the kitchen - I know we will be bringing food)

Will you require additional personnel services? ☒ Yes ☐ No

If yes, please specify: I will need two people even night to help stay organized.

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

Signature of Applicant: William V. Mann

Date: 1/17/17

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____

Entered 1/19/17