



Recd 2/1/17



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: 1/24/17

The members of (specify group) Transportation Dept request the permission be granted for the use of
(specify location) Highschool Cafeteria in accordance with the rules and regulations of the
Ithaca City School District for the purpose of SED refresher.

Contact Person: Elizabeth Bemer Phone Number: 607 274-2128 Email: elizabeth.bemer@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: 3/9 (Must be 30 days prior to event) Estimated Number of Attendees: 200+

Time Requested: Start: 5:00pm End: 9:00pm

Time of Event: Start: 6:30pm End: 8:30pm

Will you require custodial staff: ☐ Yes ☐ No

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

I will be having a speaker set up a projector + mic & chairs tables set
Will you require kitchen use? ☐ Yes ☒ No set up accordingly.

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: Jeff Dubert

Signature of Applicant: [Signature]

Date: 1/24/17

Office Use Only

Received by: _____
Administrator: _____
Head Custodian: _____
Food Services Dir.: _____

