



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: 9/6/17

The members of (specify group) 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 2018

Contact Person: Bill Makin Phone Number: 607.331.6808 Email: Bill.Makin@ICSD

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: Mar. 16th (Must be 30 days prior to event) Estimated Number of Attendees: 150

Time Requested: Start: 2:00 pm End: 10:00 pm

Time of Event: Start: 7:00 pm End: 9:30 pm

Will you require custodial staff: ☒ Yes ☐ No

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

There will be chairs/tables and a stage needed. I will provide Jeff ten
Will you require kitchen use? ☐ Yes ☒ No Setup again.

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: Bill Makin

Signature of Applicant: William V. Makin

Date: 9/6/17

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____

RECEIVED
SEP 07 2017

BY: gpp