



## 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: 8/28/17

The members of (specify group) CORNELL STEP request the permission be granted for the use of (specify location) H Conference Room in accordance with the rules and regulations of the Ithaca City School District for the purpose of STEP student office hours.

Contact Person: Kurt Sarsfield Phone Number: 607.255.1309 Email: kss226@cornell.edu

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: see below (Must be 30 days prior to event) Estimated Number of Attendees: Total 30 students  
1-2 at once

Time Requested: Start: 8am End: 3:30pm → Thursdays

Time of Event: Start: 8am End: 3:30pm

9/14	10/5	11/2	11/30
9/21	10/12	11/9	12/7
9/28	10/19	11/16	12/14
	10/26		

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: \_\_\_\_\_

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

Signature of Applicant: Kurt Sarsfield

Date: 8/28/17

Office Use Only

Received by: \_\_\_\_\_

Administrator: \_\_\_\_\_

Head Custodian: \_\_\_\_\_

Food Services Dir.: \_\_\_\_\_

RECEIVED  
SEP 06 2017

BY: BLP