



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: 9/12/17

The members of (specify group) Key Club request the permission be granted for the use of
(specify location) Room H200 Ithaca High School in accordance with the rules and regulations of the
Ithaca City School District for the purpose of club meetings & activities

Contact Person: Kate Gefell Phone Number: 274-2190 Email: kgefellaicsd.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: starting 9/19 (Must be 30 days prior to event) Estimated Number of Attendees: 20

Time Requested: Start: 3:45 End: 4:30 pm

Time of Event: Start: _____ End: _____

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: Kim Bailey

Signature of Applicant: Kate Gefell

Date: 9/12/17

Office Use Only

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

RECEIVED
SEP 14 2017

BY: BLP



ENTERED
9/14/17

