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: 9/27/2017

The members of *(specify group)* Tattler request the permission be granted for the use of *(specify location)* # Courtyard in accordance with the rules and regulations of Ithaca City School District for the purpose of writers meeting.

Contact Person: Deb Lynn Phone Number: 592-4229 (cell) 274-2190 Email: dlynn@icsd.k12.ny

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: Oct 3 Tuesday (Must be 30 days prior to event) Estimated Number of Attendees: 15

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

Time of Event: Start: 3:45 End: 4:30

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: _____

D. Lynn

[redacted]

Signature of Applicant: _____ Date: 9/27/2017

Office Use Only

Received by: _____

Administrator: _____

Head Custodian: _____

Food Services Dir.: _____

RECEIVED
SEP 27 2017
BY: BKP

9/27

