

*Emailed  
Danielle*

ITHACA CITY SCHOOL DISTRICT  
INTERNAL APPLICATION FOR USE OF SCHOOL DISTRICT PROPERTY

Date Request Submitted: 9/30/14  
Group/Name of Activity: PSAT  
Contact Person: Tokinma Killins / Sharon Gublo  
Phone #: 274-2257 Email: tokinma.killins@icsd.k12.ny.us,  
sgublo@icsd.k12.ny.us  
Building/Area Requested: York Lecture Hall

ALL BUILDINGS WILL BE LOCKED BEFORE AND AFTER THE REQUESTED START AND END TIMES. PLEASE ALLOW YOURSELF ENOUGH TIME TO SET-UP AND CLEAN UP THE SPACE AND REMOVE PERSONAL PROPERTY.

Date/s of Event: Oct. 14 and 15, 2014  
Time requested: Start 8:30am End: 4:00pm  
Time of event: Start: 8:30am End: 4:00pm

Special Requirements/Equipment

*If requesting Kulp you MUST fill out the technical needs form before your request will be processed*

Name of person who is certified in AED Equipment and will be providing services at your event<sup>1</sup>:

~~W. [Signature]~~

Principal (PIC)

*J.P. needs to sign*

Fine Arts Chair

Head Custodian

Athletic Director

Activities Director

Library Chair

Kulp Supervisor

<sup>1</sup> New York State requires that during all activities when students are in attendance, there must be a person present who is currently certified to use an AED (automated external defibrillator). This person must be on-site for the duration of the event, including all set up and breakdown time. If the person listed above is not currently on the ICSD certified list, please attach to this form a copy of the front and back of their current certification.