

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

PAYMENT AND PROOF OF INSURANCE ARE REQUIRED PRIOR TO APPROVAL OF USE OF FACILITIES

The members of Red Cross club

Request that permission be granted for the use of activities

In accordance with the rules and regulations of the Ithaca City School District for the following purpose:

Blood Drive

*(If requesting the use of Kulp Auditorium you MUST fill out the technical needs form before your application will be approved.)*

Contact Person: Avila Schickel

Phone #: 607-221-9979 Email: aschickel7@aol.com

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 Requested: November 7th

Time requested: Start 8am End: where end of day

Time of event: Start: 8am End: end of day

Estimated Number of Attendees: 30+

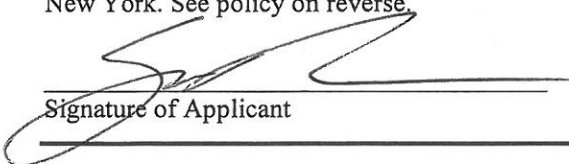
Will you require custodial staff? YES /  NO

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

none

Will you require additional personnel services? YES /  NO If yes, please describe: \_\_\_\_\_

**INSURANCE: PROPERTY AND LIABILITY INSURANCE WILL BE REQUIRED IN AMOUNT OF \$100,000 PROPERTY AND \$1,000,000 BODILY INJURY AND PERSONAL LIABILITY. Such coverage must be evidenced by a CERTIFICATE OF INSURANCE TO BE PRESENTED WITH THIS APPLICATION. The Ithaca City School District must be named as the Certificate Holder as well as an additional insured (under description of Operations). Use of school property by non-school groups for meetings and performances is limited by the laws of New York State and the regulations of the Ithaca City School District Board of Education of Ithaca, New York. See policy on reverse.**

  
Signature of Applicant

10/2/14  
Date

FOR OFFICE USE

Received By \_\_\_\_\_  
Principal \_\_\_\_\_  
Head Custodian \_\_\_\_\_  
Director of Activities \_\_\_\_\_  
Kulp Manager \_\_\_\_\_  
Director of Athletics \_\_\_\_\_  
Director of Food Services \_\_\_\_\_  
Library Chairperson \_\_\_\_\_

Processing Fee: \$10  
Building Fee: \$25/hour x \_\_\_\_\_ = \$ \_\_\_\_\_  
Custodial Fee: \$20/hour x \_\_\_\_\_ = \$ \_\_\_\_\_  
Trash Processing Fee: \$35  
Kulp Fee: \$45/hour x \_\_\_\_\_ = \$ \_\_\_\_\_  
**TOTAL COST: \$ \_\_\_\_\_**  
Payment Received \_\_\_\_\_  
Certificate of Insurance Received \_\_\_\_\_