



# 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: 9/8/17

The members of (specify group) International Club request the permission be granted for the use of  
(specify location) K119 in accordance with the rules and regulations of the  
Ithaca City School District for the purpose of club

Contact Person: Barbara Bergman Phone Number: 279 9324 Email: Bbergman@icsd.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: Tuesday (Must be 30 days prior to event) Estimated Number of Attendees: 20

Time Requested: Start: 3:35 End: 5:00

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

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: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: Barbara Bergman

Date: 9/8/17

Office Use Only

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

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

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

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