



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: 9/11/17

The members of (specify group) YEARBOOK request the permission be granted for the use of
(specify location) Library Lab 1 in accordance with the rules and regulations of the
Ithaca City School District for the purpose of Weekly meetings

Contact Person: Lyn Reitenbach Phone Number: 607-339-6910 Email: mreitenba@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: EACH TUES. (Must be 30 days prior to event) Estimated Number of Attendees: 20
9/12/17 - 9/10/17

Time Requested: Start: _____ End: _____

Time of Event: Start: 3:32pm End: 5:00pm

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 for your event: _____

Signature of Applicant: [Signature]

Date: 9/11/17

Office Use Only

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

RECEIVED
SEP 12 2017

BY: [Signature]



ENTERED
9/12/17