



# 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: 9/18/2017

The members of (specify group) Tattler editors request the permission be granted for the use of  
(specify location) E25 in accordance with the rules and regulations of  
Ithaca City School District for the purpose of editorial board meeting

Contact Person: Deborah Lynn Phone Number: 607-592 4229 Email: dlynn@icsd.k12.ny.us  
607-274-2190

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: \_\_\_\_\_ (Must be 30 days prior to event) Estimated Number of Attendees: \_\_\_\_\_

Time Requested: Start: 3:32 End: 5:00

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: \_\_\_\_\_

Fridays: Sept 15, 22, 29

Oct. 6, 13, 20,

Nov. 3, 17,

Dec. 1, 8, 15, 23

Jan. 5, 12, 19, 26,

Feb 2, 9, 16,

NH March 2, 9, 16, 23,

April 6, 13, 20, 27

May 4, 11, 18, 25,

June 1, 8, 15, 22, 29

Thursdays:

Oct 26

Nov 9

Nov 21

May 24

Name of person who is certified in AED equipment and will be providing services for our event: \_\_\_\_\_

Signature of Applicant: [Signature]

Date: 9/18/2017

Office Use Only

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

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

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

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

RECEIVED  
SEP 19 2017

BY: [Signature]



ENTERED  
9/24/17