

School District of Bangor
Facility Use Request

(form available online at: www.bangor.k12.wi.us)
(online calendar and requests accepted at: bangorwius.intand.com)

Date Submitted: 10/5/2016

Name of Event: BES Book Fair

Group: Bangor Elementary PTO

Event Description: Book Fair will run during conferences and before/after school

| <u>Date(s) of use</u> | <u>Start Time</u> | <u>End Time</u> | <u>Location/Facility</u> |
|-----------------------|----------------------------|------------------|--------------------------|
| <u>10/5/2016</u> | <u>5PM</u> | <u>7PM</u> | <u>Multipurpose Room</u> |
| <u>10/6 -10/7</u> | <u>4PM, 8AM</u> | <u>8PM, 12PM</u> | <u></u> |
| <u>10/10-10/14</u> | <u>Before/after school</u> | <u></u> | <u></u> |
| <u>10/17</u> | <u>4PM</u> | <u>6PM</u> | <u></u> |
| <u></u> | <u></u> | <u></u> | <u></u> |
| <u></u> | <u></u> | <u></u> | <u></u> |

Special Needs/Set Up:

We will need 10 tables, an extension cord, and rug to put over extension cord so people don't trip.

Name of Person(s) Requesting: Heidi Keuler PTO

Address: W103 Herman Road , Sparta, WI 54656

Phone: 608-366-1001 H (H / C / W) 608-783-8417 W (H / C / W)

Email: heidi.keuler@gmail.com

Person(s) in charge and responsible for the proper use of the facility and the proper behavior of the attendees (if different than above): _____

(Donations accepted for custodial costs)

Digitally signed by Heidi L. Keuler
Date: 2016.10.05 05:43:01 -05'00'
Signature: _____

Building Administrator's Action:

Approved ☐

Rejected ☐

Signature: _____

Date: _____

District Administrator's Action:

Approved ☐

Rejected ☐

Signature: _____

Date: _____