

## SUNMAN-DEARBORN COMMUNITY SCHOOLS

### PROCESS FOR FACILITY USAGE

1. Check availability of the Sunman-Dearborn Community Schools facility that you are interested in by emailing the Facility Coordinator, Scott Schwarz, at [sschwarz@sunmandearborn.k12.in.us](mailto:sschwarz@sunmandearborn.k12.in.us).
2. If the facility is available, the Facility Coordinator will email the applicant the Facility Use Agreement form (7510-F1).
3. The applicant must complete all information and return the Facility Use Agreement to the Facility Coordinator.
4. The Facility Coordinator will forward the Facility Use Agreement to Central Office for approval.
5. Central Office will review and send the form back to the Facility Coordinator as approved or denied.
6. The Facility Coordinator will contact the applicant to inform them of details (times, dates, fees etc.); or, that their request was denied.