

**SCHOOL DISTRICT OF NEW LONDON**  
**USE OF FACILITIES FLOW CHART**

- 1. Request for facilities is made at the school building requested—IN WRITING ON APPROPRIATE FORM.
- 2. Facility availability is determined.
- 3. Electronic calendar updated.
- 4. Determine if the requesting individual or group use is in the best interest of the district and community and is acceptable in terms of program content. District Administrator may be consulted.
- 5. Determine if fees and charges are due. See fee schedule in “Use of Facilities” Policy/Procedure 830. If no fee is charged, complete “Request for Use of School Facilities” form and return to requestor. Proceed to Step 9 below.
- 6. Fees are calculated—see schedule (Exhibit 3):
  - \$ \_\_\_\_\_ Beyond normal custodial hours
  - \$ \_\_\_\_\_ Sound or special lighting
  - \$ \_\_\_\_\_ Kitchen use
  - \$ \_\_\_\_\_ Other fees
  - \$ \_\_\_\_\_ Room use fee
  
  - \$ \_\_\_\_\_ **TOTAL**
- 7. Insert fees and charges total on the “Request for Use of School Facilities” form.
- 8. Forward completed “Request for Use of School Facilities” form to requestor.
- 9. Send copies of request form to building custodian/maintenance.
- 10. Custodian should conference with Director of Business and Human Resource Services when assistance is needed.