



FACILITY USE APPLICATION PROCESS – OUTSIDE DISTRICT USERS

We have streamlined the facility use application process to improve the experience for the requester and our office.

- 1.) Please use this fillable form for each of your facility use requests. Completing the forms by hand has created confusion and delayed approvals. Please do not hand write any of the forms, all forms sent to O&M should be typed.
- 2.) Download the blank, fillable form to your computer. Once all of the information has been entered, please print and scan the document.
- 3.) For John Jay Middle School building use requests, please send the scanned form to Amy DeCrenza at adecrenza@klschools.org. For all other building use requests please send the scanned form to O&M at: agallo@klschools.org.

Using the above 3 step process will ensure your application will be approved in the shortest possible time.

Thank You,

Paul Christensen
Director of Facilities

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60 North Salem Rd
Cross River, NY 10518

pchristensen@klschools.org
914-763-7242