



FACILITY USE APPLICATION PROCESS – IN 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 the form and give it to your building administrator for their approval.
- 3.) Once approved, we ask that the Building Administrator and/or their Secretary please scan and e-mail the form to O&M at: agallo@klschools.org.
- 4.) Please do not send these forms through the inter-office mail system.

Using the above 4 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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