



## **FACILITY USE APPLICATION PROCESS – ATHLETICS & FIELD REQUESTS**

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, scan and e-mail the form to Lori Villata at: [lvillata@klschools.org](mailto:lvillata@klschools.org) for her approval.
- 3.) Once approved, Lori will email the approved form to O&M at: [agallo@klschools.org](mailto:agallo@klschools.org) for archival purposes.

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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Director of Facilities

60 North Salem Rd  
Cross River, NY 10518

[pchristensen@klschools.org](mailto:pchristensen@klschools.org)  
914-763-7242