



Request for Facility Use Elementary Schools

- Email or call the principal to check building availability.
- If the facility is available the principal will email the form to the requesting party or individual.
- The form must then be completed and returned to the building principal for approval. Facility use forms without the required proof of liability insurance will not be considered and will not be sent to the central office for approval.
- Once all necessary paperwork is signed off on and approved the T.B.G. Director will complete all fee information including utility and personnel costs.
- The T.B.G. Director will forward the facility use request to the central office for final approval. The status of the request will be communicated by the building principal, A.D., or designee.
- The finance department at the central office will ensure that all payments including personnel and utility costs are met prior to using the facility.

Request for Facility Use South Dearborn Middle School and South Dearborn High School

- Email or call the Director of Athletics and Activities to check building availability.
- If the facility is available the Director of Athletics and Activities will email the form to the requesting party or individual.
- The form must then be completed and returned to the Director of Athletics and Activities for approval. Approval for the requested facility must also be obtained from the building principal. Facility use forms without the required proof of liability insurance will not be considered and will not be sent to the central office for approval.
- Once all necessary paperwork is signed off on and approved the T.B.G. Director will complete all fee information including utility and personnel costs.
- The T.B.G. Director will forward the facility use request to the central office for final approval. The status of the request will be communicated by the building principal, A.D., or designee.
- The finance department at the central office will ensure that all payments including personnel and utility costs are met prior to using the facility.

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