

# WARWICK VALLEY CENTRAL SCHOOL DISTRICT

## Business Office

Dear Facility User:

Warwick Valley Central School District is accepting applications for Use of Facilities for the 2009-2010 School Year. All not-for-profit community organizations and local youth groups are encouraged to plan early and submit applications for indoor/outdoor space during the school year by visiting our website at [www.warwickvalleyschools.com](http://www.warwickvalleyschools.com).

Applications must be received by September 30<sup>th</sup> to be considered. Applications received after September 30<sup>th</sup> can not be guaranteed availability.

A \$15 application fee along with a current insurance certificate naming WVCS as additional insured must be forwarded under separate cover. Approval for Use of Facilities is not considered final unless appropriate certificates are received within 10 days of your planned event. To supply us with what we need in our efforts to accommodate you, please see the complete list of insurance requirements on our website.

Additional questions regarding Use of Facilities should be directed to Barbara Dunn at 987-3023.

Sincerely,

Timothy Holmes  
Director of School Business Services

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