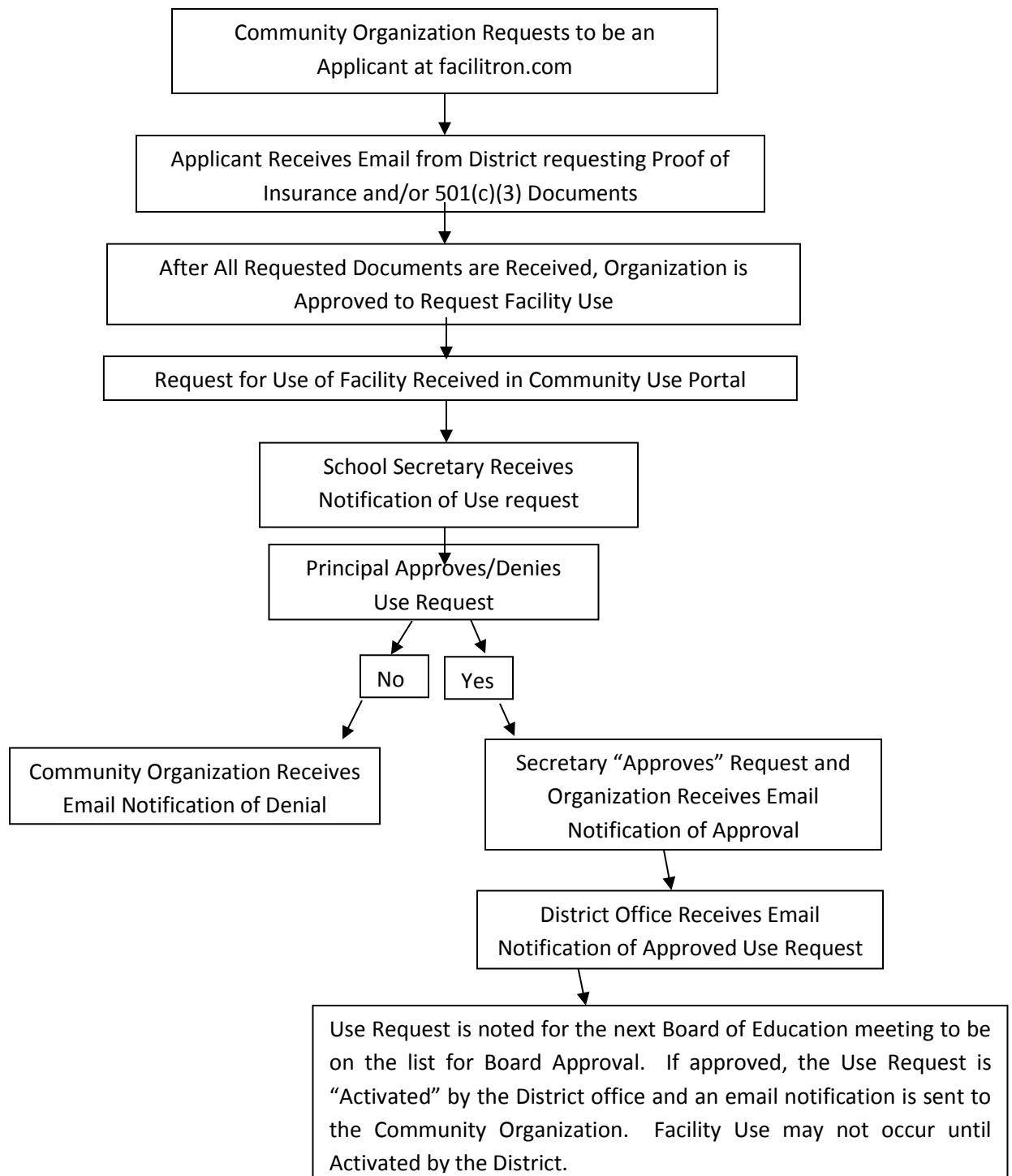


APPLICATIONS FOR FACILITY USE PERMITS
FLOW OF INFORMATION FOR COMMUNITY ORGANIZATIONS



Approving an application forwards it to the next level at the District (Office of Business Services and Support (BSS)). All external Community User applications (non-staff) are approved, not activated.

Activating a request approves and activates the request, and puts it on the site calendar. Community Organization Facility Use may not occur unless/until it is activated by the BSS Office.

Important! All custodial arrangements must be made at the site level.