

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
Timelines for Submitting Facility Use Requests - School Year 2011-12

FOR EVENTS / ACTIVITIES PLANNED FOR THE MONTH OF:	Please Send Completed Facility Use Request and Insurance Certificate TO NECSD BY:	COMPLETED REQUESTS WILL BE SUBMITTED FOR BOE APPROVAL AT THE MEETING OF:
OCTOBER 2011	8/1/11	8/30/11
NOVEMBER 2011	9/1/11	9/27/11
DECEMBER 2011	10/3/11	10/25/11
JANUARY 2012	11/1/11	11/29/11
FEBRUARY 2012	12/1/11	12/20/11
MARCH 2012	1/3/12	1/31/12
APRIL 2012	2/1/12	2/28/12
MAY 2012	3/1/12	3/27/12
JUNE 2012	4/2/12	4/24/12
JULY 2012	5/1/12	5/29/12
AUGUST 2012	6/1/12	6/26/12
SEPTEMBER 2012	6/15/12	7/17/12
OCTOBER 2012	8/1/12	8/28/12

Revised 9/1/11