

Dear Community Members,

We are pleased to offer the opportunity for our community to utilize our school facilities for various events and activities. To ensure a smooth and organized process for renting our facilities, we kindly request that all inquiries and reservations be directed to the respective school's bookkeeper.

To rent our school facilities, please follow these steps:

1. **Contact the School's Bookkeeper:** Reach out to the bookkeeper of the specific school where you wish to host your event. They will provide you with the necessary information regarding availability, rental fees, and required documentation.
2. **Complete the Rental Application:** The bookkeeper will guide you through the application process, including filling out the necessary forms and understanding the terms and conditions of the rental agreement.
3. **Submit Required Documentation:** Must ensure compliance with all insurance policies and submit required documentation to the bookkeeper.
4. **Payment of Fees:** All rental fees must be paid as per the bookkeeper's instructions. Payment details and deadlines will be provided during the application process.

Please also refer to our board policies for the rules and regulations governing the use of school facilities. Adherence to these policies is mandatory and ensures the safety and security of all parties involved.

<https://boardpolicyonline.com/bl/?b=cumberland&s=127937>

<https://boardpolicyonline.com/bl/?b=cumberland&s=127938>

By following these steps and coordinating directly with the bookkeeper, we can ensure that your event runs smoothly and that our facilities are used responsibly.

We appreciate your cooperation and look forward to supporting your events.

Sincerely,

Cynthia Ransom

Mrs. Cynthia "Cindy" Ransom

Administrative Assistant to Mr. Kevin Coleman,
Associate Superintendent of Auxiliary Services