

Sedro-Woolley School District Facility Use Process

- Requesting group completes a Facility Use Request Form and submits it to the requested school's secretary along with proof of insurance (Certificate of Liability).
- The school secretary will check the school calendar and get principal approval before forwarding the request to the Facility Rental Coordinator.
- After the request is approved, the Facility Rental Coordinator will contact the requesting group via phone or email to determine custodial, food service, HVAC, lighting, and technology needs. Support and rental costs are estimated.
- The requesting group will need to approve the Facility Use Estimate prior to final approval.
- Facility Rental Coordinator will arrange building access with renting group.
- Renting Group will be invoiced for facility rental and support after the event has concluded.
- Facility use fees are due within 30 days from the invoice date unless other arrangements have been made with the Sedro-Woolley School District.