

# DEER PARK UNION FREE SCHOOL DISTRICT

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*Eva Demyen*  
*Superintendent of Schools*

**Frank Caliguiri**  
*Asst. Superintendent*

**Marguerite Jimenez**  
*Asst. Superintendent*

## MEMORANDUM

**TO:** All Outside Organizations  
**FROM:** Meg Jacobs – Business Office  
**DATE:** May 18, 2010  
**RE:** **BUILDING USE 2010-2011 SCHOOL YEAR**

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Please be advised that we will begin accepting applications for use of our facilities for the 2010-11 school year **beginning on July 1, 2010**, at which time the school calendar should be finalized. We will continue accepting applications over the course of July and ask that you please make every effort to get your applications in by July 31<sup>st</sup>.

Since we attempt to accommodate requests for space on a first come, first served basis, in the interest of fairness, any applications received before July 1<sup>st</sup> will be returned to you by mail **unprocessed**.

Thank you for your cooperation in this matter.