

# Facility Usage Checklist

1. Please make sure all items listed are completed before forwarding forms and checklist to Jenene Gourdine for committee approval.
2. Please contact the person submitting the request **if not** complete.
3. Facilities **may not be used** until packet reviewed and approved at the District Office by the committee.
4. *Initial each item when completed.*

Facility Usage Agreement forms named:

“File KF-E(3)”

“File KF-E(2)”

“Reduced Fee Request Form”, if applicable

Fee Sheet

Certificate of Insurance listing certificate holder as:

Dorchester School District Two  
815 S. Main St. Summerville,  
SC 29483

Principal signature \*initialing here verifies that school space is available

\*\* Packets will not be reviewed by the committee without all forms and documents attached.

Thank You,

Facility Usage Committee

10/20/2025