

**ATTENTION ALL HOWELL COMMUNITY COACHES, ADVISORS, GROUP VOLUNTEERS AND OTHER  
REPRESENTATIVES UTILIZING HOWELL TOWNSHIP SCHOOL BUILDINGS AND FIELDS**

The Howell Public School District has always been a proud partner in providing access to our buildings and fields to help promote successful youth programs. We look forward to continuing this partnership and reinforcing our commitment to foster a safe environment for learning and development for our youth. With this commitment in mind, the District has implemented new policies, reinforced existing practices and will be launching a new electronic facility use portal and registration system as of April 01, 2017. All organizations that wish to utilize district owned facilities will be required to register on the new system for future scheduling and/or reservations. In order to make this transition as streamlined as possible we will be hosting two information and instruction sessions. An authorized agent of each organization desiring to reserve District facilities for use is required to attend one of two scheduled meetings to execute the new Facility Use Agreement, understand the new policies and receive instruction on the new scheduling system. The following meeting dates and locations have been scheduled.

March 21, 2017 (Tuesday)	7:00PM	Middle School North, Cafeteria
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March 29, 2017 (Wednesday)	7:00PM	Middle School South, Cafeteria
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