

Green Valley Elementary School

11501 Fingerboard Road
Monrovia, Maryland 21770
240-236-3400
Fax 240-236-3401

Principal
DONNA HAUVER

Assistant Principal
TERRI ZIGLER

September 12, 2003

Dear Mr. Utt;


Thank you for your application to use our facility. Your application has been approved. We have established some new procedures for users of our school that I wanted to share. Please review them with all the different members of your group so that everyone is able to enjoy our facility and things go smoothly.

- **Parking:** All drivers are asked to park in the rear of the school.
- **Entrance:** All users are asked to enter and exit through the rear gym entrance. This is a single door near the back parking area.
- **Bathrooms:** Users are asked to use the restroom facilities in the cafeteria hallway. These restrooms are located to the left of the stage area. Both men's and women's restrooms are available.
- **Water:** There is a water cooler available in the front of the cafeteria next to the soda machine.
- **Seating:** Folding chairs will be set up in the gym along the wall. If parents wish to remain with their child until the event is over, please have them remain in the gym and use this seating area.

The remainder of the building (foyer, hallways, hallway bathrooms and classroom areas) will be closed during the evening events. Please request that your group remain in their designated area and that they do not enter these other areas.

Please feel free to call me if you have questions or if you would like to withdraw your application to use the facilities after reviewing these new procedures with your group.

Sincerely,


Donna D. Hauver
Principal