

**(SCHOOL DISTRICT LETTERHEAD)**

Date \_\_\_\_\_

Bureau of School Facilities  
Connecticut State Department of Education  
165 Capitol Avenue, Room 258  
Hartford, CT 06106

Re: Courtyard Occupancy

Facility Name \_\_\_\_\_

State Project No. \_\_\_\_\_

The intention of this letter is to inform you of the policy of the City/Town of \_\_\_\_\_'s Board of Education regarding the use of courtyard spaces at the \_\_\_\_\_ School. No interior courtyards at the school will be used for educational or assembly purposes as defined in the International Building Code and State Fire Safety Code. These spaces will only be occupied by custodial staff for typical maintenance.

Sincerely,

Dr./Mr./Mrs. \_\_\_\_\_  
Superintendent of Schools

cc: Local Board of Education