

Use of Facilities
Revised for 2011-2012 School-Year

Please follow the steps as outlined below when you need to use the high school facility.

- 1) Please note that all events must be approved by an administrator. Please be sure to schedule an appointment with your supervisor for academic/departmental events or with Lina Gudelis for co-curricular events to review your plan. Once the event is approved by an administrator, move ahead to the next step.
- 2) To select a date for your event, first check the calendar sent by Miriam Cariglia each month to see if other events might conflict. Next, check the field trip calendar in room 417 on the bulletin board near the teacher's attendance desk. If your event is to be held after 2:31pm or on the weekend, please email Bridget Daleo. You may also want to check the PHS athletic calendar on the website.
- 3) Complete the Use of Facilities Form (available in room 417 or online) for the:
 - a. Auditorium
 - b. Gymnasiums
 - c. Little Theater
 - d. Cafeteria
 - e. Any area other than a classroom
 - f. OR- Use of ANY part of the facility after 2:31pm or on the weekends for any reason

- At least 10 school days in advance of your event-
- 4) When completing the Use of Facilities Form, be sure to (a). Complete the Form in its entirety including any equipment, tables, chairs, etc. you will need for the event. For example, you might write, "I will need 10 tables and at least 80 chairs." (b). Attach a chart, diagram, and/or detailed instructions for the custodial staff so the staff can set up for the event and have ample lead time to prepare (c). Contact Sherie Piniella via email or ext. 3058 if you need equipment from the media center (tablet, projector, etc). (d). Include set-up time and clean-up time on the Form in addition to the time of the event.
- 5) Submit the completed Use of Facilities Form to your supervisor or supervisor's secretary if for a departmental/academic event **or** to Dee Day in room 417 for a co-curricular event for approval.
- 6) Once the form is signed by an administrator, the secretary must submit the Form to Dee Day in room 417. Dee Day will submit the Form to Miriam Cariglia.
- 7) Flyers advertising the event must also be approved by your supervisor or a Vice Principal.
- 8) General rules for all school activities:
 - a. Your event must end (including time for clean-up) by 10pm. If your event will go beyond 10pm, please speak to your supervisor or Lina G.
 - b. Students must be supervised at all times.
 - c. Please do not loan your keys to students even for a few minutes.
 - d. Call your supervisor or Lina G (201) 704-6787 if you have any concerns during your event.

Because of the time sensitive nature of booking/using the facility, the Use of Facilities Form must move quickly from one office to the next. Do your part to make it happen! Thank you.