

## Facility Use

January 3<sup>rd</sup> 2017

There are many meetings and events each year at Highland Community School. Preplanned school events can be found on the official school calendar. Events not found on the official school calendar, added mid-year, can be found on the Meetings – Events – Activities bulletin board calendar located next to the elevator. Most of these events require the use of a space in the building; some may require other resources as well (i.e. tables, chairs, AV equip. etc.) The following Facility Use procedure must be followed to ensure events are approved and resources are provided when possible.

### Approved Events

If you would like to have a meeting, event, or activity at the school it must first meet the requirements for an approved event. At this time Highland Community School does not rent, lease or otherwise make available space for personal events and does not currently have any paid staff members available to attend after hours events. Meetings, events and activities at Highland must be sponsored by the school or one of its employees. Approved events must also benefit or be inclusive to the Highland Community; this includes staff, students, and families. Events that generate income directly to the event holder are subject to additional consideration and may require a contract. Events that involve physical activity must include the use of Highland Community School's liability waiver. For the safety of our community only programs, formats, and classes which have been designed and instructed by properly credentialed professionals will be approved. After hours events must have at least one Highland staff person present; this person is responsible for the safety and security of the building. This employee will also be responsible for completing the afterhours check list. Highland Community School reserves the right to revoke approval if an event is determined to cause a safety or security risk to our community and/or facility.

### After Hours Events

Highland Community School is open Monday through Friday from 7:00 AM to 6:00 PM. Any time outside of those hours and the weekend are considered after hours. If you have an approved event that would be happening after hours you must have a staff member sponsoring and in attendance for the event. *Note: This staff person will not receive any compensation from Highland Community School for attendance unless otherwise approved by the Account Manager.*

### Facility Usage Request

To reserve space for your event you must fill out the Facility Usage Request form. This form can be found on the Meetings – Events – Activities bulletin board located next to the elevator. On this bulletin board you will find a large calendar that shows all the approved events and where they are taking place. Locate the date and time you are thinking of and see if the space you would like to request is available. Due to the high demand for gym space there is a separate Gym Schedule posted on the bulletin board.

Fill out the Facility Usage Request form at least 2 weeks (14 business days) prior to your event and return it to the Main Office or the Director of Facilities & Maintenance. You will be contacted for follow up questions to complete your request. The request will then be reviewed and you will be notified of the results. If your event request has been approved, the space will be reserved and Highland will add your event to the calendar on the Meetings – Events – Activities bulletin board.



**Michael Casper**

Director of Facilities & Maintenance

**HIGHLAND COMMUNITY SCHOOL**