

## **Toppenish School District #202**

### **Facility Use Process**

A Facility Use Form must be completed for activities scheduled after the end of the school day. (Times will vary at individual buildings)

School athletics (practices & games) and the intramural program do not require that a form be completed. The District Activities Director schedules these activities.

Activities held during the school day do not require a facility use form by the building.

**Facility Use Applications are available at each of the schools and Central Office.**

Procedures are as follows:

#### Step 1

Complete Application for Use of School Facilities (printing preferred)

Outside agencies or individuals must include a mailing address and sign the **Additional Responsibilities Form**.

**SUBMIT AT LEAST 15 DAYS PRIOR TO DATE DESIRED**

If the request is less than 15 days prior to the date, it is highly recommended that the application be hand carried through Step 1, 2 and 3 to assure services are received in a timely manner.

Note: Please be as specific as possible for equipment needed.

#### Step 2

The Toppenish School District Application for Use of Facilities must first be submitted to the **principal of the school or designee** who will determine availability of facilities desired and approve or deny the application.

#### Step 3

The principal/designee submits approved application to the District Activities Director at Toppenish High School for final approval and scheduling purposes.

#### Step 4

The District Activities Director submits the approved application to the Central Office (Secretary to Business Manager) for processing and assessment of fees.

Original–School

Canary–Central Office

Pink–Applicant

Copies will be sent to:

District Activities Director

Maintenance Supervisor

Custodial Staff

Food Service Director (If Applicable – Cafeteria/Kitchen use)

Technology Director (If Applicable)

Audio – microphones/sound systems

Video – video projectors etc.

Data – computers/internet connections

Visual – screens

#### Special Scheduling Circumstances

Facilities that are going to be used for an extended period of time will need one facility use form submitted. This form should include all dates. (AAU, PTOs, after school programs, etc)

**CANCELLATIONS MUST BE MADE 48 HOURS PRIOR TO DATE OF EVENT**