

INTERBORO SCHOOL DISTRICT

Procedures for Populating District/Building Calendars & Notification to Departments for Site and Service Usage Form

District Website Calendars:

- All District and building events **MUST** be placed on District/Building/Facility calendar's so the information is available to the public, staff, administration and board.

Internal Site and Service Usage Form:

- An *Internal Site and Service Usage Form* **MUST** be completed for **ANY** event that is taking place outside of the regular school day.
 - Forms can be located on the District Website under the Staff tab (forms)
 - Please allow 2 weeks advance notice on all requests

Superintendent's Office/Administrative Offices

District Calendar of Events:

- The District Calendar of Events will be placed on the District Website Calendar by the Administrative Assistant to the Superintendent.
- Any changes to the Calendar of Events must be approved by the Superintendent's Office.

Internal Facility Usage Form:

- The Building Principal/ Assistant Principal **MUST** complete an *Internal Site and Service Usage Form* for **ANY** facility/technology needs for the event.
 - Repetitive event dates and needs (ex. Home & School meetings) can be placed on one form.
 - Once approved at building level forward to the Administrative Assistant to Facilities.
- The Facilities Department will upload the events to their calendar and indicate times of events and needs which will be arranged through the Facilities Department.
- The Administrative Assistant to Facilities will forward the *Internal Site and Service Usage* to Technology for any tech requests.
 - These forms will be tracked in the Facility and Technology offices (Buildings should also maintain a copy of form in Main Office).
 - An email will be sent once approval is received from the Facilities Department

Building Level Guidelines

- **ANY** events taking place outside of the regular school day and are not part of the Calendar of Events:
 - Should be placed on the Website School Calendar only
 - If facility/technology support is required an *Internal Site and Service Usage* (only) **MUST** be completed.