

Facility Reservation Coordination Protocol

The following information is for staff use only. Non-school staff must make application for facility use directly through the district facility scheduler (Laurie Kansanback) at 263-2131.

Facility Definition: Facilities covered by this protocol are defined as any common use space within and around each district building (i.e. libraries, lunch rooms, commons, conference rooms, gyms, stage, ball fields, etc.). Classrooms are not considered common space, but may be reserved by working with the teacher impacted as part of the approval process.

Facility Reservation Coordination Protocol

The district facility scheduler (Laurie Kansanback) is the point person for reserving all facilities. Any request for a facility within the district must be made through the scheduler prior to use.

The exception to this requirement is in the case of high school and middle school athletics. Practices and games are scheduled in the gyms and on the fields by the Athletic Director.

1. For reservation of facilities during the school day (7:45 am to 3:25 pm) that are outside of your normal school day activities (i.e. tie-dying T-shirts in the cafeteria in the afternoon) please let your supervisor/building secretary know what you are planning and then e-mail the scheduler at (laurie.kansanback@lacenterschools.org) your plans. Confirmation of the availability of the site for your activity and notification of the appropriate parties (i.e. custodians, kitchen staff, library staff, etc.) will then be completed.
2. For reservation of facilities outside of the school day (7:45 am to 3:25 pm) staff need to do the following:
 - Determine what date, time and facility they wish to reserve
 - Check the district calendar (on our website at www.lacenterschools.org) for availability
 - E-mail the district facility scheduler (Laurie Kansanback) with your request

Most of the time, confirmation of your use will occur within a day or two. On occasion, communication with Community Ed or the Athletic Director needs to occur and may require additional paperwork, so allow time for your request to be processed.

Additional considerations when making reservations:

- Generally priority is assigned as follows:
 - School Activities (i.e. Concerts, Athletics, Plays, etc.)
 - Community Ed Activities (i.e. Tai Kwon Do, Yoga, Basketball)
 - Public Events (Little League, Scouting, PTO, etc.)
- This priority does depend on the circumstance (time until event and length of reservation) and priority may not automatically override the previously reserved event. Reserving dates as early as possible is advised for all school activities.

ANYONE OUTSIDE OF THE DISTRICT MUST FILL OUT A FACILITY USE REQUEST FORM AND TURN IT IN TO LAURIE AT THE DISTRICT OFFICE.

****If Laurie is out of the district, Nancy Carner is trained to be her backup.****