

Staff Facility Reservation Protocol

The following protocol is for **staff only**:

For reservations outside normal school day hours, staff should do the following:

- Determine the date, time and space you wish to reserve.
- Check the district [Facilities Use Calendar](#) for availability.
- **Email your request** with the date, start time, end time, and location to Tammy Lichliter tammy.lichliter@lacenterschools.org.
- Depending on the location, communication with other departments may be necessary before your request can be processed. You will receive a confirmation email once the event has been added to the calendar.

Generally, priority for facilities reservations are as follows:

1. School Activities (concerts, athletics, plays, staff meetings, etc.)
2. Public Events/Activities (PTO, Boosters, etc.)

The priority depends on the circumstance and the length of the reservation. The priority listed above **does not automatically override previously scheduled events**.

Reserving dates as early as possible is advised for all school activities.

Classrooms are not considered common space and will only be reserved if you have communicated with the classroom teacher prior to the request.

Any request for a facility within the district must be made through the scheduler prior to use. Scheduling is critical for maintenance schedules as well as emergencies that may occur after school hours. The exception to this requirement is high school and middle school athletics. Practices and games are scheduled in the gyms, high school commons and on the fields by the Director of Athletics and Extracurricular Activities.

For reservation of facilities during the regular school day that are outside of your normal school day activities, please let your supervisor and building secretary know what you are planning.