

## **PROCEDURE FOR STUDENT ORGANIZATION ACTIVITIES**

### **For Internal Group Events:**

**Please check the school web calendar before following the steps below.**

### **During the academic day:**

1. Only club sponsors may submit event requests.
2. If the activity impacts the academic schedule at MLWGS, supply event request, purpose, proposed date and audience to your department chair with a minimum of three weeks prior to event, to bring to the leadership meeting for approval.
3. Guest speakers require approval of the Associate Director three weeks prior to speaker program.
4. Upon approval, complete an online application in Google Forms located in itsLearning for calendar entry use of the space and if there are set-up or technical needs. If there are no conflicts the activity will be placed on the school calendar by the Activities Director or a designee.
5. For technical needs, contact the Technology department.

### **During non-academic day time hours:**

1. Only club sponsors may submit events.
2. Complete an online application in Google Forms located in itsLearning to schedule public areas and fill out an application (available from the main office) for use of the space if there are special set-up or technical needs. (Room 153, Auditorium, Cafeteria, Gymnasium, Commons, Black Box or Forum).
3. If there are no conflicts the activity will be placed on the school calendar.

Events that do not impact the academic schedule during normal operating hours and only utilize your classroom do not need to be listed on the calendar.

### **Evening Events:**

1. Only club sponsors may request events by filling out an application for use of space.
2. Submit the event, purpose, proposed date and audience to the Activities Director or designee who will review it for conflicts with other fund raisers and/or calendar events.
3. The Activities Director or designee will recommend the event to the Administrative team for approval.
4. When approved, the Activities Director or designee will post on the school calendar.
5. All security, technical, and logistical needs will be determined at a pre-event meeting at least two-weeks prior to the event.

**For External Group Events:**

1. Complete the Application for Building Use form and submit it to the Executive Assistant. This form activates the school's liability insurance coverage and protects MLWGS in the case of an accident or loss.
2. The Executive Assistant will bring this application to the Administrative Team for approval after checking for conflicts on the school calendar.
3. If approved, the Executive Assistant will place on the school calendar, return a copy of the Building Use form to you, and will note any estimated charges to the club, class, team, etc., if any, that may apply to this event.
4. All security, technical, and logistical needs will be determined at a pre-event meeting at least two-weeks prior to the event.

Adopted: May 15, 2014

Amended: September 14, 2017