

## 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, provide the event request, its purpose, the proposed date and audience to your department chair within a minimum of three weeks prior to the event, who will bring the request to the leadership meeting for review and approval.
3. Guest speakers require approval of the Associate Director three weeks prior to the speaker program.
4. Upon approval, complete an web based application for building use located in Schoology for event entry onto the school operating calendar; list specific areas of the building to be utilized and if there are set-up or technical needs. If there are no conflicts the activity will be placed on the school operating calendar by the Activities Director or a designee.
5. For technical questions or needs, contact the Technology department.

### During non-academic day time hours:

1. Only club sponsors may submit event requests.
2. Complete a web based application for building use that is located in Schoology to schedule public areas of Maggie Walker Governor's School and fill out an application (available from the main office) noting if there are special set-up or technical needs. (Room 153, Auditorium, Cafeteria, Gymnasium, Commons, Black Box or Forum). This form activates the school's liability insurance coverage and protects MLWGS in the case of an accident or loss.
3. If there are no conflicts the activity will be placed on the school operating 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 completing an online web based application for building use located in Schoology and by filling out an application for use of space (available from the main office) This form activates the school's liability insurance coverage and protects MLWGS in the case of an accident or loss.
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. Submit a copy of an endorsement page of liability insurance coverage that 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

Amended: October 17, 2019