

PROCEDURE FOR STUDENT ORGANIZATION AND EXTERNAL GROUP 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 Maggie L. Walker Governor's School (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 then bring the request to the leadership meeting for review and approval.
3. Guest speakers require the approval of the assistant director three weeks prior to the speaker program.
4. Upon approval, complete a web-based application for building use located in Schoology and Staff Resources 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 daytime hours:

1. Only club sponsors may submit event requests.
2. Complete a web-based application for building use that is located in Schoology and Staff Resources to schedule public areas of Maggie Walker Governor's School noting if there are special set-up or technical needs. (Common areas of the building include room 153, Auditorium, Cafeteria, Gymnasium, Commons, Black Box, or Forum).
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 Staff Resources
2. After submission of the event request, purpose, and audience, the request will be reviewed by an administrator, the activities director, the facility manager, the security manager, and the technology officer for conflicts with other fundraisers and/or calendar events.
3. If approved by each department representative that is required, the event will be posted on the school calendar.
4. All security, technical, and logistical needs will be reviewed at a pre-event meeting at least two-weeks prior to the event.

For External Group Events:

1. The requester completes the same web-based application for building use form as club sponsors.
2. After submitting the event request, purpose, and audience, the request will be reviewed by an administrator, the activities director, the facility manager, the security manager, and the technology officer for conflicts with other fundraisers and/or calendar events.
3. If approved, the requester will be notified and then must complete the paper “Application for Building Use” form and submit it to the executive assistant, submitting a copy of an endorsement page of liability insurance coverage that protects MLWGS in the case of an accident or loss.
4. All security, technical, and logistical needs will be determined and previewed 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

Amended: August 19, 2021

Amended: September 19, 2024