

Procedures for Administration Room Check Out

1. Contact central office receptionist to determine the availability of room.
2. Ask receptionist to secure room on specific date and time
3. Receptionist will enter this on the interactive calendar.
4. Receptionist emails room check out form to the individual reserving the room.
5. Form completed and returned to receptionist within one week no less than 48 hours prior to date of needing the room.
6. Receptionist will email forms to:
 - a. Maintenance Director
 - b. Technology Secretary
 - c. Building Custodian

If you want to use other facilities you must contact those in charge of those facilities:

Campuses – Principal

Gyms – Brenda Kitten

Stadium – Don Delozier

HHS Cafeteria – Check-out to be determined