

Procedures for PTO Barn & Scheduling Use of Space on School Property

MAINTENANCE OF AND ACCESS TO THE PTO BARN

A lot of people need to access the barn throughout the year so it is important to keep it neat, organized and items in containers that are labeled. Please help keep the barn neat and straightened, put things back where you got them, and do not leave things on the floor. Please remind your committee members to put things back where they belong. The doors are locked. To gain access, there is one copy of the key inside the PTO president's mailbox. When you are done, please return the keys to the PTO president's mailbox immediately. We don't have extra keys. Thank you.

SCHEDULING USE OF SPACE ON SCHOOL PROPERTY

Scheduling:

Any planned use of school space, whether during school hours or after hours, must be scheduled through Tracey Wyatt. For events, plan things with Ms. Wyatt to place your event on the school calendar months in advance. Always reconfirm with her 30 days, and then 10 days out before your event.

All events need to file an action plan with Tracey. An action plan form is located on the PTO website under PTO forms. The plans should be comprehensive and take into account setup of tables and chairs, time management for set up, time facility is needed and clean up. If you need extra help in terms of HISD staff (custodian services), you must account for this in your budget and in your action plan. Enclosed with the action plan form are maps of the whole facility and outdoor layout as well.

Inform Mr. Threet via Mrs. Chapa, verbally and in email, at least 10 days prior, so that he can notify HISD to turn on the air conditioning for your event.

Coordinate efforts with Tracey Wyatt and make sure to notify the custodians of the event at least 10 days prior.

At the end of the event, the custodians need to clean up and get the building/area ready for school the next day. Please do not linger inside the building; it slows down the cleanup work and the custodians would like to get home, too! The PTO pays overtime for custodial help for after---hours events.

If you are expecting delivery of goods to the school (school supplies, gift wrap, carnival supplies, etc.), you must notify Ms. Chapa and Tracey Wyatt of any potential delivery as many days possible in advance. Storage room must be accounted for and must be made ready.