**Valley Event Planner**

*Thank you for helping to plan your event in a way that will ensure that it is smooth and organized. If you have any questions, please contact Lisa Ibanez at (858) 748-2007 (ext. 2201) or libanez@powayusd.com.*

| **Procedure:**   1. **Fill out this worksheet** 2. **Submit this form to Lisa Ibanez, Valley Office Manager at least 3 weeks prior to your event**   **3. Approval is signified by signature at the bottom of this form.** |
| --- |

| Name of Event: | | | |
| --- | --- | --- | --- |
| Date of Event: | | | |
| Start time | | End time | |
| Event Coordinator: | Phone: | | Email: |
| Set up time: | Persons responsible for set-up | | |

**Facilities Request: Space has been reserved in Facilitron Yes No**

**Please mark all facilities you intend to use during your event**

| How many | MPR | Library | Classrooms | Other |
| --- | --- | --- | --- | --- |
| Chairs |  |  |  |  |
| tables |  |  |  |  |
| other |  |  |  |  |

THE MPR Cannot be booked any earlier than 6:00 PM for set up

| What other logistics need to be planned for your event? |
| --- |

**Sound System needs**

| microphone | speakers | projector | screen | other |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Clean-Up**

| Name of person responsible for clean-up crew: |
| --- |

*See reverse for clean up tasks*

| Signature of event coordinator |  | Date: |  |
| --- | --- | --- | --- |

For Office Use only:

Event approved yes\_\_\_\_ no\_\_\_\_

| Signature of approving personnel |  | Date: |  |
| --- | --- | --- | --- |

**Expectations**

**PUSD District Policy reads:**

*Custodial Services:  
A custodian must be on duty when a facility building is being utilized. Custodians do not have the authority to extend the hours of your reservation, please do not ask him/her. The custodian is only responsible for opening and closing the facility. You are responsible for all set up and clean up involved with your event. Including, vacuuming/moping floors and emptying all trash cans into the dumpster. Please be prepared with your own cleaning supplies. There will be additional charges if the facility is not cleaned properly. There is a three hour minimum. Please note all restrooms will close thirty minutes prior to your event end time.*

**Library:**

* No food or drink in the library
* If tables must be moved, **they must be lifted, not dragged!** (Due to the way the table legs are constructed)
* Chairs and tables must be put back in original set-up
* No books, CD’s, DVD’s, etc. are to be taken off bookshelves
* Librarian computer is off limits

Clean up tasks:

* Trash moved over to door
* Tables wiped down with disinfectant

**MPR:**

* No food or drink in the MPR (unless noted and approved on event planner)
* No sitting on stacked chairs
* Chairs must be stacked in groups of 10
* All 4 cleanup tasks must be done at the end of each event, or future events will not be approved

Clean up tasks:

* Trash moved over to door
* Tables wiped down with disinfectant
* Floor swept
* Chairs and tables stacked and put away

**Classrooms:**

* Respect the environment
* No food or drink in the classroom
* Do not use classroom materials (bring your own)
* Do not take anything out of student desks
* If furniture must be moved, ensure that it is all moved back to original set-up
* Please do not use teacher desk/computer/technology

Clean up tasks:

* Trash moved over to door
* Tables wiped down with disinfectant
* Floor swept

**Lunch tables:**

* Please clean up after the event
* Please do not hose trash down the drains