

Galt Joint Union High School District

Facility Form Procedure

Once a Facility Form is turned in by an **Applicant** to Jonathan Raimer, **Facilities Clerk** located at Galt High School administration building, the following procedure is taken to assure the form is processed in an efficient and timely manner. All forms must be submitted two weeks before the event.

- 1) All facility forms turned in by **Applicants** are forwarded to Jonathan Raimer to check for classification information, facility rental history, fees, liability insurance, schedule conflicts, and other concerns. Once rectified, a signature is given or denied based on the validity of the request.
- 2) Once signed, the **Maintenance Director** is informed about the request. Concerns from maintenance are shared with Jonathan Raimer. Once approved, the **Maintenance Director** signs the form and gives it back to Jonathan Raimer. A preview copy of the form is given for their scheduling calendar. Further contacts could be made later during the process.
- 3) Jonathan Raimer may then contact other school parties related to the request. These parties will need to be informed of any possible concerns or conflicts.
 - The **Athletic Director** (LRHS, GHS, or both) is informed if the event could conflict with another sporting event or is scheduled during the Basketball, Wrestling, or Volleyball seasons when gyms are in high use.
 - The **Drama Teacher** is informed if the GHS Auditorium or LRHS Multipurpose is requested for use.
 - The **P.E. Department Chair** (LRHS, GHS) is informed if the Warrior Gym or Hawks' Nest is requested during normal school hours.
 - **School Principal** is informed if security may be an issue.
- 4) When all concerns are resolved, the facility form is then passed on to the **Site Administrator** (typically the School Principal). If the request concerns more than one school, the **Site Administrator** from each site will need to view the form. If any problems arise, it is shared with Jonathan Raimer. Once approved, the form is signed and passed back to Jonathan Raimer (along with any concerns the **Site Administrator** may have). Jonathan Raimer will then check for administration concerns and makes adjustments accordingly. Once adjustments are made, the form is then passed on to the Chief Business Official for District approval.
- 5) The form, when passed to the District Office, needs to be approved by the Chief Business Official. If there are any problems, it is brought up to Jonathan Raimer. Once approved, the form is signed and passed back to Jonathan Raimer.
- 6) Waivers of fees are to be approved by the Chief Business Official. Coaches for after school programs will receive a waiver of fees for Class I. If the rules and cleaning instructions are not adhered to they will be charged at the Class II fee.
- 7) Once Jonathan Raimer has received the approved form, the **Applicant** is contacted and liability insurance/fees are collected when required. Fees are turned into the **Finance Clerk** at the District Office after collection. The form's color copies are distributed by Jonathan Raimer to the various departments (Gold copy – Applicant, Canary copy - District Office, etc.)
- 8) If any facility form problems arise before, during, or after the event, the **Applicant** is notified along with all responsible parties involved.