

Hospitality

Purpose

The purpose of this procedure is to better facilitate the coordination, scheduling, communication and implementation of school- and district-sponsored events.

Scope

This procedure applies to the Superintendent, administrators, principals and all Valley School District employees.

Procedure

The Valley School District Board of Directors desires to provide a welcoming atmosphere at district functions by authorizing the Superintendent to establish procedures for successful event planning.

1. EVENTS

1.1. General Guidelines

- 1.1.1. Organizing staff members will refer to Form 4260F0-Staff/School Event Organizer Checklist for guidance on arranging the event.
- 1.1.2. Supervisor and/or building authority approval of the event are required.
 - 1.1.2.1. Complete Form 4260F3-Staff/School Event Request if Information Technology (IT), facilities/custodial, or kitchen equipment, staging materials and/or support services are needed.
 - 1.1.2.2. To facilitate meal planning and budget approval, complete Form 4260F4-Food and Beverage Plan when food and beverage will be provided for the event.
 - 1.1.2.3. Submit both of these forms to the Building Administrator or designee for approval. Retain a copy for personal record.
- 1.1.3. Confirm school- or district-level consent to proceed with the event, as appropriate to the situation. The organizer is responsible for providing copies of the approved Staff/School Event Request form to all affected department supervisors at least ten (10) business days in advance of the event.
- 1.1.4. Whenever expenditures are needed to facilitate an event, a Requisition (Form 6210F1) is required.

1.2. Organizer Responsibilities

- 1.2.1. The event organizer(s) is expected to schedule and plan an event well enough in advance to allow ample preparation time for all staff involved (3-4 weeks is recommended). The organizer(s) is responsible for

coordinating with Facilities and IT departments on the setup, tear-down and cleanup of the event space, arranging for and managing volunteers, meal preparation and setup, and security for the event. Staff will refer to Form 4260F0-Staff/School Event Organizer Checklist for guidance on arranging the event.

- 1.2.2. Upon receipt of the building-approved Staff/School Event Request, the organizer(s) will:
 - (a) Reserve the room/space for the event date(s)/time(s) on the Outlook Calendar if not already scheduled.
 - (b) As needed, communicate and collaborate with the IT, Facilities and/or other departments to arrange the specific details contained within the event request form(s), including informing and/or scheduling support services with appropriate personnel (Admin, Facilities, IT, Food Service, other).
- 1.2.3. Upon notification of the approval of Form 4260F4-Food and Beverage Plan, the organizer(s) will:
 - (a) Determine how meal service will be provided. Develop a written itemization of food, beverages and supplies, plus costs for each, obtaining quotes as needed.
 - (b) Submit a Requisition (Form 6210F1) for purchase of supplies/food to the Building Administrator for approval of expenditures, as appropriate. Include all relevant information and copies of event documents. All requisitions must be forwarded to the District Office for final approval.
 - (c) To affirm requisition approval, the event organizer(s) will consult with the District Office/Accounts Payable Specialist and get guidance on the best method of purchasing food, beverages and supplies (purchase order through established vendor, P-card, or direct purchase/reimbursement). Retain copies of all documents and submit original receipts for reimbursement as appropriate to the situation.
- 1.2.4. Event organizers will arrange for staff volunteers to manage and help with the event in accordance with Procedure 4260P2 and the Staff/School Event Organizer Checklist. Organizer(s) are encouraged to designate a staff member to greet and escort visitors to the event location, and/or set up directional signage.

2. **CAMPUS TOURS**

- 2.1. Instructors are responsible for the coordination of student and family campus tours.

- 2.2. Requests from the general public for facility tours are made by appointment with the building authority or designee as described in Procedure 4260P2(4).

Supporting Documentation

4260P2-Use of School District Facilities – Staff Guidelines and Requirements

4260F0-Staff/School Event Organizer Checklist

4260F1-Facilities Use Agreement

4260F3- Staff/School Event Request

4260F4-Food and Beverage Plan

Document History

Action:	Date:
New	December 18, 2013
Revised	December 16, 2015
Revised	September 20, 2017
Revised	