

# MEMORANDUM



**Date:** March 20, 2023

**To:** Staff

**From:** Matt Bartley and Trish Surman

**Re:** **Facility Usage for 2023 - 2024**

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It's time to begin preparing for the **2023-2024 Facility Master Schedule**. Please use the **Facility Use Request Form** found here in this link: [Facility Request Form](#). The **Facility Use Form** can also be found on the website "Splash Page". **A separate Facility Use Request Form must be completed for each event/activity that uses LTHS facilities.**

Please complete request(s) as accurately as possible in order to limit conflicts as to dates, times, location, and room usage. Please be sure to fill out the forms completely. If your event is occurring on multiple dates, please list the dates individually on the form. If your event will be recurring (e.g. Wednesdays for the entire school year), please refer to the school calendar and provide dates that will be excluded due to days such as school holidays. The 2023-24 Board Approved Calendar has been linked to this memo for your convenience. Here it is: [2023-24 School Calendar](#)

**Incomplete forms will be returned for resubmission and not entered until completed.**

Please do not advertise or promote your event until you have received approval. **Facility request forms that have been approved** will be signed, entered into the master facility manager (8 to 18), then copied and returned to your mailbox for your records. Please be reminded to fill out a **School Dude and/or IT Help Request** for any special set-up needs that can be found on the website "Splash Page". It is highly recommended that event sponsors follow up with building administration, custodial/maintenance, or tech as needed prior to any impact event to ensure facilities have been properly reserved and will be set up accurately.

Please submit **hard copies** of your forms to **Jettan Matlock in the East Principal's Office** or **Toni Cygan in the Central Principal's Office**.

**Deadline for completed forms is Friday, May 5th, 2023.**

[Facility Request Form](#)

[2023-24 School Calendar](#)

[2023-24 School Calendar Summary](#)