**Facilities Use Notes for May 2020:**

**District Facilities Use Coordinator: Beth Shomaker –** **shomakerb@issaquah.wednet.edu**

I would suggest that your PTSA presidents work directly with their schools to determine the timing of scheduling PTSA events.

A few helpful tips from me that you might pass along:

* Please use the In-House Facility Use Application
* Completed applications to be emailed to me at shomakerb@issaquah.wednet.edu
* I work a 12 month schedule so I will be working through the summer
* Anticipate a 10 day turnaround to received your confirmation (more quickly if possible)
* Events with 150 or more attendees require a 3 hour minimum custodial charge ($40.00 per hour).  Event planners are welcome to give specifics about custodial needs  (eg.  PTSA will set up, custodial hours needed 6:30 to 9:30 for clean-up).
* If you need access to the school kitchen you will need to request a kitchen tech – 2 hour minimum at $32.00 per hour.   As with custodial, you can request specific hours needed.
* Please include specific set up needs if known at time of reservation so they may be included in the reservation for our custodial staff.

If any PTSA event planners have any questions or concerns, please feel free to let them know they can contact me directly as well.  At this point in time, email is the best way to contact me as I am currently working from home.

Beth