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**2017-2018 Activity Request Instructions**

**Please make sure you add the Facility Use Calendar to your Outlook Calendar prior to the start of the 2017-18 school year.**

**To Submit an Activity Request:**

1. Check the Facility Use Calendar for availability.
2. If the request is for **building use only, and** the **building is available** :

* Send a meeting request from **YOUR** pcsb email to [**FacilityuseNHS2641@pcsb.org**](mailto:FacilityuseNHS2641@pcsb.org). To send a meeting request click on “new items” and then “meeting”.
* Fill in the Subject (Name of organization/Group **and** Type of Event), Date, Time, Location, and any additional requests (AC, tables needed, projector, etc.)

1. If the **request involves money** (field trips, t-shirts, homecoming, sporting events, fundraisers, etc.):

* Send a meeting request from **YOUR** email address to [**FacilityuseNHS2641@pcsb.org**](mailto:FacilityuseNHS2641@pcsb.org)**.**
* Complete and attach the new 2017-18 Activity Request to **the meeting request**.

**You will receive notification via email (hard copy if money is involved) if your request has been accepted.**

\*Please NOTE: Although you may request a projector, screen, or other items on your activity form, please remember it still your responsibility to meet with plant operations, Ms. Hearn, the administrator involved, etc. PRIOR to your event in order to facilitate set up.