

PROCEDURE FOR RESERVING THE CHARLOTTE RYAN THEATER AND THE KERMIT COOK AUDITORIUM

- Check the activity calendar by going into your “Z” drive, activity calendar and then select the 2011-2012 school year. The calendar runs through the end of the school year and you can see if the date and time you are looking for is available.
- If the date is available, you must complete the “Request for Addition, Change, Clarification or Deletion of an Activity, Meeting, or Field Trip to the Calendar” form. Once completed, the form goes to Pam Smith. Once the form goes through the official channels, you will receive the form back with all the necessary signatures.
- If the event is in the evening, a “Checklist Evening Activity” form **also** needs to be completed. This form “must be complete and in the hands of the Principal/Dean of Students no later than 72 hours prior to the event.” This form also goes to Pam Smith and it will be returned to you with the necessary signatures.

Both forms can be found in the faculty handbook on pages 147 and 148.