

Dear Faculty/Staff:

In preparing for the upcoming school year, there are a few new procedures in regard to the use of the MPR. I understand that the use of my room is important for large group functions. I am willing to share, but the more I know in advance, the better I can plan for my classes. The guidelines are as follows:

- All requests for use during the fall semester need to be turned in to Ms. Ward by September 16th.
- If a need arises for use of the MPR after the deadline, please consult with me at least one to two weeks in advance.
- Please leave the MPR the way you found it (ex. trash picked up, equipment returned to the proper place, chairs returned to racks, etc.)
- My planning time is 9:45-10:30 & 12:08-1:25. This is the best time to request the use of the MPR because my classes will not have to be relocated.
- Please turn in a request form for each event that you would like to hold in the MPR. This will also be available online soon.

If you have any questions, feel free to contact me in room 510. Thanks so much for your understanding.

Thanks,

Tabitha R. Ward
Dance Department

Dr. Cindy J. Hall
Principal

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NAME:	
TEAM/DEPARTMENT:	
DATE TO RESERVE:	
TIME TO RESERVE: (please include set-up & clean-up)	