



## SCHEDULING THE BOARD ROOM

The Board Room at the Education Center can be used to hold events of interest to the community. To find out if the Board Room is open for your desired date(s) and time(s), call 480-484-6100 or email [jdavidson@susd.org](mailto:jdavidson@susd.org). If the room is available, your event will be added to the calendar.

Once your meeting has been scheduled:

1. Contact Kathy Franz at 480-484-6139 or [kfranz@susd.org](mailto:kfranz@susd.org). You will need to complete a Contract for Use of School Facility, provide insurance coverage, and pay the appropriate fees. Details are available at <http://www.susd.org/district/facilities/facilityrentals.cfm>. If you need audio/visual equipment for your event, please let Kathy know as soon as possible to make certain that you will have everything you need.
2. Please complete a Board Room Request Form which is available at the Ed Center front desk. Make a diagram of your required room set-up so the crew can have the room ready for you. You may either return the form to the Ed Center lobby or fax it to 484-480-6286.
3. Please be sure you terminate your meeting on time according to the terms of your contract.
4. If your event is cancelled, please call and make sure it is removed from the schedule. This frees up the room for other users and prevents unnecessary work for the set-up crew.