

Facilities Forms – IMPORTANT INFORMATION!

Facilities Forms are required and need to be approved by Henrico County School District for any non-school sponsored activity to take place on TES school grounds. (For example: TES PTA events or Girl Scout troop meetings, etc.)

Because they must be submitted through TES and ultimately signed off on at the district level, you should think about submitting these at the beginning of the school semester in which your planned event takes place. (In an emergency, at least one month in advance.)

This form also ensures the school can accommodate the specific needs of your event such as:

- A staff member or custodian available to open and lock the school if event is not during school hours. (Staffing charges may apply.)
- Lighting for evening events
- HVAC services for non-school hours
- Additional set up items (trash cans, tables, etc.)
- A back up plan that can be pre-approved should an outdoor event need to be brought inside at the last minute.
- Additional clean up support needed
- Any other special requests that apply to your planned event

TO SUBMIT A FACILITIES FORM:

1. Please ask the front desk for a copy
2. Fill out form, including any special requests.
3. If an event is ongoing, such as a regular meeting, you can put all dates for the year on the single form.
4. Submit the entire form (all carbon copies together) to the administrative contact for that school year. (Ex: Vice Principal, Principal, Administrative person in training.)
5. Wait, but continue your planning.

Thanks so much for taking such an active role in the educational and social life of all the TES students!