

Procedure for Requesting Use of Howe Professional Development Center

1. Open the Howe PD Center Calendar in the public folder section of Outlook to determine if the dates you are requesting the center for are available.
2. Contact Tracy Standhart or Diane Allegro via email to request the Howe PD space. Include the dates, times and reason for your request. Tracy or Diane will put your information on the calendar and send you a Building Use form if needed.
3. If you are requesting either Library Rooms for a workshop starting after 3pm, complete the building use form and send it to Mariann Bellai for her approval and to be forwarded to the facilities office.
4. It will be the workshop contact person/presenter's responsibility to be sure each participant receives the information outlined on the Workshop Participant Information Sheet.

If you are using the Howe PD Center for a workshop listed in PD Express, it is the presenter's responsibility to email the participant information sheet to Ellen Frederick. Ask her to include this in the notes as part of the automatic response/reminder to all participants.

If you are using the Howe PC Center for a Model Schools workshop, you must send each participant the Participant Information Sheet via email.

Workshops hosted by district administrators and coordinators will disseminate this information to their participants. Gary Putman agreed to pass this information to all the coordinators.

Workshops hosted by Models Schools Instructors or other PD Instructors will send each participant a copy of the procedures.

5. The workshop presenter person will be responsible for participant entrance and sign in when no one is available from the building to do this.
6. A sign will be posted on the window of the main entrance to Howe PD Center indicating entrance procedures.