

## McKenzie Room Reservation Guidelines

### **To reserve space *BETWEEN the hours of 8:00 AM – 3:15 PM:***

1. Contact **Fran Digate** at **251-2295 x6303** or [digatef@wilmette39.org](mailto:digatef@wilmette39.org) at the McKenzie school office to make your reservation.
2. You can view the Master School Usage Calendar in the school office. It is hanging to the right of the PTA Mailboxes.
3. Room reservations are color coded for each room. The codes are posted to the left of the calendar so you can determine which rooms are currently available.
4. Please **DO NOT** enter your room requests onto the calendar. After checking the room availability, then follow up with Fran to make the reservation. She will put it on the calendar.

### **To reserve space needed *BEFORE 8:00 am or any time AFTER 3:15 PM:***

1. Contact **Rene Eggleston** at the Mikaelian Education Center (MEC) at **256-2450 x6035** or [egglestr@wilmette39.org](mailto:egglestr@wilmette39.org) for a Building Application Rental Form.
2. Complete form or email your information to **Rene**. Be sure to cc: **Fran Digate** [digate@wilmette39.org](mailto:digate@wilmette39.org) at McKenzie.
3. As a general rule, any space needed that requires additional custodial hours, includes table set up/take down, and/or clean up, needs to be reserved through the MEC.

*\* Note: When reserving your space inside or outside of the building, be sure to include time needed for set-up and clean-up, not just the hours of the event.*

### **Space for the following events needs to be reserved through the MEC:**

- |   |                                     |
|---|-------------------------------------|
| 1. New Family Orientation   | 9. Book Fair                        |
| 2. PTA Fall Staff Luncheon  | 10. Movie Fun Night                 |
| 3. 1 <sup>st</sup> Day of School PTA Coffee and Volunteer sign-up | 11. Open Gym                        |
| 4. Ice Cream Social   | 12. Evening PTA Meetings            |
| 5. Chess Club   | 13. Variety Show                    |
| 6. Mulching McKenzie  | 14. Earth Week (if space is needed) |
| 7. Environmental Awareness Week (if space is needed)              | 15. Celebrate the Arts              |
| 8. Fall Frenzy  |                                     |

**Any questions, please contact Fran Digate at 251-2295 x6303.**