

<p>EHS SENIOR PROJECT 2008-2009</p> <p>Guidelines for Event Planning Projects & for Use of EHS Facilities</p>

Overview: This document is designed to explain the guidelines for seniors who choose to plan large events as part of their Senior Project. "Large" in this context means any event that is expected to draw a crowd of larger than 50 people, e.g. a concert, improv night, final recital, town hall meeting, film viewing, etc. Any students planning to host such events must realize that there is considerable risk of liability involved, not only to the student but to the school, should any participant be injured or property damaged. The guidelines below serve to protect both students and school personnel.

There are three sections to this document, for (a) events that are totally unconnected to EHS; (b) events that are conducted by outside organizations and housed at EHS; and (c) events that are associated with EHS clubs/organizations and are housed at EHS. All students must read all sections.

Section 1: Events that are not hosted at or associated with Eastlake High School

- A. Seniors planning a large event as part of their Senior Project must inform their panel of the following:
 - i. The location and time of the event
 - ii. The purpose(s) of the event
 - iii. The names of the adults who will supervise the event
- B. Seniors may advertise the event in the following ways:
 - i. On the Community Board outside the main entrance of the school
 - ii. By posting no more than five (5) flyers around the school. These flyers must be approved by Mrs. Sirjani, the Leadership teacher, prior to posting. Please see her for details.
 - iii. By hosting a lunch table in the Commons. Sign up for this opportunity at least one week in advance with Mr. Bede.
- C. Seniors may not use the PA system to advertise a Senior Project event.

Section 2: Events hosted at EHS but conducted through outside organizations (i.e. Relay for Life)

- A. All guidelines and restrictions from the above section apply, and in addition:
- B. Use of EHS facilities requires facility fees and proof of liability insurance
 - i. For fees and insurance information, please see Mr. Bede
- C. Use of EHS facilities also requires adult supervision:
 - i. A school Administrator will determine whether the organization or student will need to hire professional security personnel to provide security for the event. Please make an appointment with your Administrator at least two months ahead of the event to discuss this possibility.
 - ii. At least one EHS staff member must be present at the event. It is the student's responsibility to arrange the involvement of the EHS staff person.
 - iii. Additional adult supervision must be present in the proportion of 1:25 (one adult to 25 students).

Section 3: Events hosted at EHS and in partnership with EHS clubs/organizations

- A. All previously stated guidelines apply.
- B. The EHS club/organization advisor must attend the event. This fulfills the need for an EHS staff presence.