



# Oak Hills Elementary

## Event Planning Guidelines

### **Getting Started**

To begin the process of planning an event at Oak Hills Elementary (OHE), please review our [PTO Communication Policy](#) and then contact [Cynthia Benfield](#) at the OHE office (503) 533-1860 to verify date availability. If your date is available, complete a [Building Use Request form](#). Information needed for the form includes, the date(s) of the event, type of event, number of people/students to attend, type of equipment needed, etc.

Depending on the type of event being planned, a building usage fee and custodian fee may be charged to the organizer/organizing group. Return the completed form to Cynthia for submission to the OHE Community Partnership Team (CPT) for review. If approved by the CPT, the event organizer will be notified and can then proceed with coordinating the event.

In addition, the OHE Parent Teacher Organization (PTO) is a great resource for event organizers. From the smallest details to the largest request, the PTO can provide the assistance, support and, in some cases, approvals to pave the way for a successful event. Please contact a PTO board member when starting the planning process for best results at [pto@oakhillspto.org](mailto:pto@oakhillspto.org).

### **Available OHE Locations**

There are several locations on the Oak Hills Elementary campus that can be used for events. Currently, the Library, Tech Labs and Classrooms are not available for event usage.

- Cafeteria
- Gym/Auditorium
- Outdoor Covered and Uncovered Areas
- Main Hallways

### **Vendor Coordination**

If an event will include food and/or service vendors, these vendors should be selected from the list of companies already approved by the Beaverton School District (BSD). [Approved vendors can be found through this link.](#)

It is strongly suggested that only approved vendors be used for an event at OHE. If non-approved vendors are chosen, they will still need to go through the approval process at BSD to provide proof of insurance and food related certifications. Please allow for plenty of time for the Vendor Approval process. Approval requests may only be reviewed by BSD at select times during the school year and may not be completed during the time frame of an upcoming event. [The Vendor Approval form can be found through this link.](#)

### **Event Advertising**

- OHE Flyers

Flyers from community based, non-profit and for-profit organizations are all required to be approved by BSD. Flyers are approved at the district once per month during the school year. [The District flyer review policy and dates can be found through this link:](#)

Any BSD approved flyers to be included in the weekly OHE Friday Flyers distributed by Cynthia Benfield must be submitted to Cynthia by the end of day on Thursday ([cynthia\\_benfield@beaverton.k12.or.us](mailto:cynthia_benfield@beaverton.k12.or.us)).

- Oak Hills Elementary PTO

The PTO provides notifications to the Oak Hills Elementary community in a few different ways. To get the word out about an event to one or all of the options listed below, provide all pertinent information including any request for volunteers to [vicepresident@oakhillspto.org](mailto:vicepresident@oakhillspto.org). Please provide adequate time to promote an event with information submitted at least 48 hours in advance.

- PTO Website ([See our Website submission criteria through this link](#))
- PTO Eblast
- PTO Facebook Page ([Oak Hills Elementary PTO](#))

***Thank you very much for the time and efforts that you are providing to Oak Hills Elementary! The Oak Hills community benefits so much from our family of volunteers and organizers!***