

STAGE AND CHAIR SET-UP FOR SCHOOLS

Background

Stage set-up and chair moving requires a significant amount of time, effort and coordination on behalf of the schools by the Facilities Department. For these moves and set-ups to be completed in a timely and coordinated fashion there must be a level of cooperation on behalf of the requesting parties. Some school sites require snow clearing outside of normal areas to gain access to gymnasiums. This results in more manpower and machinery to be brought in to do the clearing and must be a consideration in making the requests timely.

Procedures

1. Request for stage and chair moves must be submitted to the Facilities Department three (3) weeks prior to set-up via eBase. Requests will not be accepted by telephone or prior the first day of the school year.
2. Requests from outside parties or agencies must be made through the school in coordination with the Facility Rentals Assistant, via eBase. The Facilities staff will not be involved in the setup of stages for outside parties or agencies.
3. School requests to borrow stages and chairs from other schools must be made directly by the schools. The Facilities Department will not be involved in the coordination of requests between schools.
4. When submitting the request via eBase include:
 - 4.1 Date of delivery
 - 4.2 Date of the event
 - 4.3 Date the stage/chairs are to be picked up and returnedSubmit this information in one (1) eBase request.
5. Stages will not be set up after 2:00 p.m. in the afternoon to allow the maintenance workers to return to their base site at a reasonable time at the end of the day.
6. The schools must make every effort to have the stages and chairs ready to be moved by the day requested. Be considerate by not making the maintenance workers wait while you clear off the stages or stack the chairs. It is not the responsibility of the maintenance workers to clear stages or stack chairs in preparation for the move.
7. Make every effort to have your stage and chairs ready as early in the day as possible, as the maintenance workers may be going to other schools for set-up on the same day.

8. Stage set-ups must comply with Occupational Health & Safety standards that state that any stage over twenty-four inches (24") in height must have a forty-two inch (42") hand rail around it. Consider this when you want to stack stages on top of each other for height.
9. Ensure that the stages you own are in good working condition prior to lending them out to other schools. The day of the set-up is not the time to expect the maintenance workers to be performing repair work to make them a safe structure. The Facilities Department will not set-up a stage they deem to be unsafe.
10. Ensure that your custodial staff has cleaned the entrance way to your school, in preparation for the delivery of the stage and chairs.
11. The Facilities Department realizes that changes to prior plans do happen and will work to accommodate any such changes, but be aware that because of timing they may not be able to reorganize their schedule to assist the schools.
12. Stage and Chair setup are a site based cost as per AP 524 – Appendix - Operations & Maintenance Expenditures Guidelines.