

# Athletic Facility Requests and Assignments

*Facility Request forms are available in each school office*

## Timeline for Athletic Facility Requests

- Athletic facility requests for August 1 through October 31, are to be submitted to the High School office between June 1 and July 10
- Athletic facility requests for November 1 through February 28, are to be submitted to the High School office between September 1 and October 10
- Athletic facility requests for March 1 through May 31, are to be submitted to the High School office between January 1 and February 10
- Athletic facility requests for June 1 through July 31, are to be submitted to the High School office between April 1 and May 10

Special consideration will be given to requests requiring advanced scheduling when advanced noticed is required. (for example; regional matches, advertised events)

## How Requests will be prioritized and assigned

Requests will be reviewed after the last submission date and prioritized based on the following:

- 1) In-Season, school sponsored, sports have 1<sup>st</sup> priority for facilities/time slots based on the following order; HS Varsity, Jr. Varsity, Freshman, Middle School
- 2) Prior to season/open gym, school sponsored teams – Have 2<sup>nd</sup> priority for facilities/time slots based on the following order; HS Varsity, Jr. Varsity, Freshman, Middle School
- 3) Community or recreational/club sports teams of any age– Have 3<sup>rd</sup> priority for facilities/time slots based on the following order; school feeder programs, all others considered equally with usage of facilities after 9 PM preferably to adult programs.

- All requests will be considered when filed in a timely manner.
- Stand alone events requiring advanced approval will be considered.
- Compromises are a part of the process
- Late requests will be assigned facilities subject to availability.
- Please note, Athletic facility schedules and reservations **are subject to change due to FASD needs and/or schedule changes that are not anticipated.** The athletic director ensures all parties will be made aware of changes as soon as possible.

All schedules will be reviewed and finalized by the Athletic Director.

THE ATHLETIC DIRECTOR WILL PROVIDE ALL PARTIES WITH A TIMELY COPY OF THE MONTHLY CALENDAR LISTING SCHEDULED ACTIVITIES.