

COMMUNITY USE

SEASONAL GYM / FIELD SCHEDULING

Excerpt from 4260P Community Use Policy effective 11/1/2021

Gym and field scheduling requests are handled on a seasonal basis. The sports season and request submission deadlines are outlined below. Seasonal applications will be accepted on the opening date or first business day (Monday through Friday) following the opening date. Acceptance of applications will end on the closing date or on the first business day following. The Community Use Office business day is Monday through Friday from 8 AM until 4 PM. Applications may be made in person at the Educational Service Center (ESC) or electronically. All applications are held until the seasonal close deadline and then scheduled using the priorities listed in Board Policy 4260P, Section J.

SPORT SEASON	Field Request	Field Request open	Field Request closes	Field Request Approved	Gym Request	Gym Request open	Gym Request Close	Gym Request approved
FALL	Aug-Nov	July 15	July 1	July 15	Oct*	Aug 1	Aug 15	Sept 1
WINTER	Dec-Feb	Oct 1	Oct 15	Nov 1	Nov-Mar	Sept 15	Oct 1	Oct 15
SPRING/ SUMMER	Mar-Jul	Jan 15	Feb 1	Feb 15	Apr-Jun	Feb 15	Mar 1	Mar 15

*September gym usage is variable due to school needs and the first of school year workloads. Final approval may not be available prior to September 1.