

COMMUNITY USE
SEASONAL GYM / FIELD SCHEDULING
Excerpt from 4260P Community Use Policy

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 7 AM until 3:30 PM. Applications may be made electronically. All applications are held until the season close deadline and then scheduled using the priorities listed in Board Policy 4260P, Section J.

SPORTS SEASON	Field Request	Field Request Open	Field Request Close	Gym Request	Gym Request Open	Gym Request Close
FALL	Aug-Nov	Jul 1	Jul 15	Oct*	Aug 15	Sep 1
WINTER	Dec-Feb	Oct 1	Oct 15	Nov-Mar	Sep 15	Oct 1
SPRING/ SUMMER	Mar-Jul	Jan 2	Jan 15	Apr-Jun	Feb 15	Mar 1

*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.