

**COMMUNITY USE  
SEASONAL GYM / FIELD SCHEDULING**

*Excerpt from 4260P Community Use Procedures effective 5/17/2017*

**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.

<b>SPORTS SEASON</b>	<b>Field Requests</b>	<b>Field Requests Open</b>	<b>Field Requests Close</b>	<b>Gym Requests</b>	<b>Gym Requests Open</b>	<b>Gym Requests Close</b>
<b>FALL</b>	<b>Aug-Nov</b>	<b>Jun 15</b>	<b>July 1</b>	<b>Oct *</b>	<b>Aug 1</b>	<b>Aug 15</b>
<b>WINTER</b>	<b>Dec-Feb</b>	<b>Oct 1</b>	<b>Oct 15</b>	<b>Nov-Mar</b>	<b>Sept 15</b>	<b>Oct 1</b>
<b>SPRING SUMMER</b>	<b>Mar-Jul</b>	<b>Jan 2</b>	<b>Jan 15</b>	<b>Apr-Jun</b>	<b>Feb 15</b>	<b>Mar 1</b>

\*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.