

FACILITY/FIELD USE RESERVATION PROTOCOL STEPS

- The PSD Athletic Office does NOT schedule individual school fields in the PSD for community users. **Each school building schedules their own facilities.**
- In November each year youth sport organizational Presidents collaborate and CHART which dates, times and fields they are applying to use. Users complete their own facility request forms according to negotiations and collaborations.
- Use permit requests must be accompanied by a signed Concussion/SCA compliance form and a certificate of liability insurance form.
- The PSD Athletic Office sends completed use permit requests to the respective building Principals or Office Managers for calendar check, assigning, and signature of approval. Building Principals have the first right of approval or denial.
- BUILDING APPROVED use permits are then delivered back to PSD Athletics Office (Sparks Stadium) for review regarding any district wide program use ...if no conflicts ...they are signed.
- The PSD Athletic Office sends use permit requests to PSD Facilities who check it against any district maintenance plans...If no conflicts ...they sign it.
- An approved use permit copy is ELECTRONICALLY sent to the USER for confirmation. (Correct and legible email address on form)
- Any scheduling changes on the approved use requests need to be communicated directly with the school.