

---

# **SCHEDULING OF INDOOR ATHLETICS FACILITIES (ATH-P002)**

WENATCHEE SCHOOL DISTRICT

---

## **1.0 SCOPE:**

- 1.1 This outlines the procedure to follow for scheduling the indoor gymnasium facilities of the Wenatchee School District for use by outside groups.

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Athletic Director, Athletics Head Secretary

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Athletic Director

## **4.0 DEFINITIONS:**

- 4.1 None required

## **5.0 PROCEDURE:**

- 5.1 The Athletic Department Secretary prepares a packet containing a request form and a cover letter with a requested due date, and mails this packet to the user groups from the previous year's schedule.
- 5.2 If the user group would like to remain on the schedule for the upcoming year, they are required to complete the request form and mail all pertinent information to the Athletics Department by the requested due date.
- 5.3 If the user group would like to make changes to facility use and/or date of use, the request is placed on hold and prioritized according to established criteria.
- 5.4 User groups wishing to make new requests for facility use must contact the Athletic Department and are required to complete and submit request forms. These requests will be prioritized and scheduled according to availability. Forms are also available online.
- 5.5 Once all requests are received by the established due date, a preliminary schedule of facility use is prepared by the Athletic Department Secretary. The preliminary schedule is developed using all request forms and prioritized according to the following criteria:
  - 5.5.1 Individual building programs being the highest priority (exception: contracted specialty events)
  - 5.5.2 District athletics/activity programs
  - 5.5.3 Organized community youth athletics/activities programs
  - 5.5.4 Organized adult athletics programs
  - 5.5.5 Organized youth non-athletics programs
  - 5.5.6 Organized adult non-athletics programs
  - 5.5.7 Nonorganized athletics/activity programs for both youth and adult being the lowest priority

---

## **SCHEDULING OF INDOOR ATHLETICS FACILITIES (ATH-P002)**

WENATCHEE SCHOOL DISTRICT

---

- 5.6 User groups not meeting the criteria will not be scheduled and are notified of the denial by the Athletic Department.
- 5.7 User groups meeting the criteria are scheduled and will receive a cover letter, a contract, and Gym Use Guidelines.
- 5.8 The user group is required to schedule a meeting with the building principal to have the principal sign off on the contract, as well as the Gym Use Guidelines, and then submit the information to the Athletic Department. NOTE: If the user group is contracting to use the pool, lifeguard certification is also required.
- 5.9 The Athletic Department requests that the buildings provide a schedule of their use of the facility and the Athletic Department enters this information into the Composite Facilities Schedule.
- 5.10 The Athletic Department continually monitors user groups for certificates of insurance where applicable. NOTE: Groups not needing certificates of insurance include, but are not limited to, the following: City of Wenatchee Parks Department, YMCA, Douglas County Parks, Wenatchee Valley College, and law enforcement.
- 5.11 Buildings are notified and provided a draft of their schedule.
- 5.12 The Athletic Department continually revises and prioritizes the Composite Facilities Schedule with any additions, changes, or deletions, according to the requirements of this procedure.
- 5.13 The Athletic Department sends out a revised Gym Schedule Directory, as needed.
- 5.14 The Athletic Department monitors the facility charges and custodian time sheets. Charges are assessed and sent to the District Office for the invoice to be billed to the user group for payment.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Wenatchee School District Athletics Dept. Gym Schedule Request Form
- 6.2 Wenatchee School District Contract for Use of School Facilities
- 6.3 Gym Use Guidelines
- 6.4 Composite Facilities Schedule
- 6.5 Gym Schedule Directory

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
All documents listed in Section 6.0	Athletics Dept. files	3 years for contract; 1 year for other documents	Discard as desired	Zip drive

### **8.0 REVISION HISTORY:**

---

## **SCHEDULING OF INDOOR ATHLETICS FACILITIES (ATH-P002)**

WENATCHEE SCHOOL DISTRICT

---

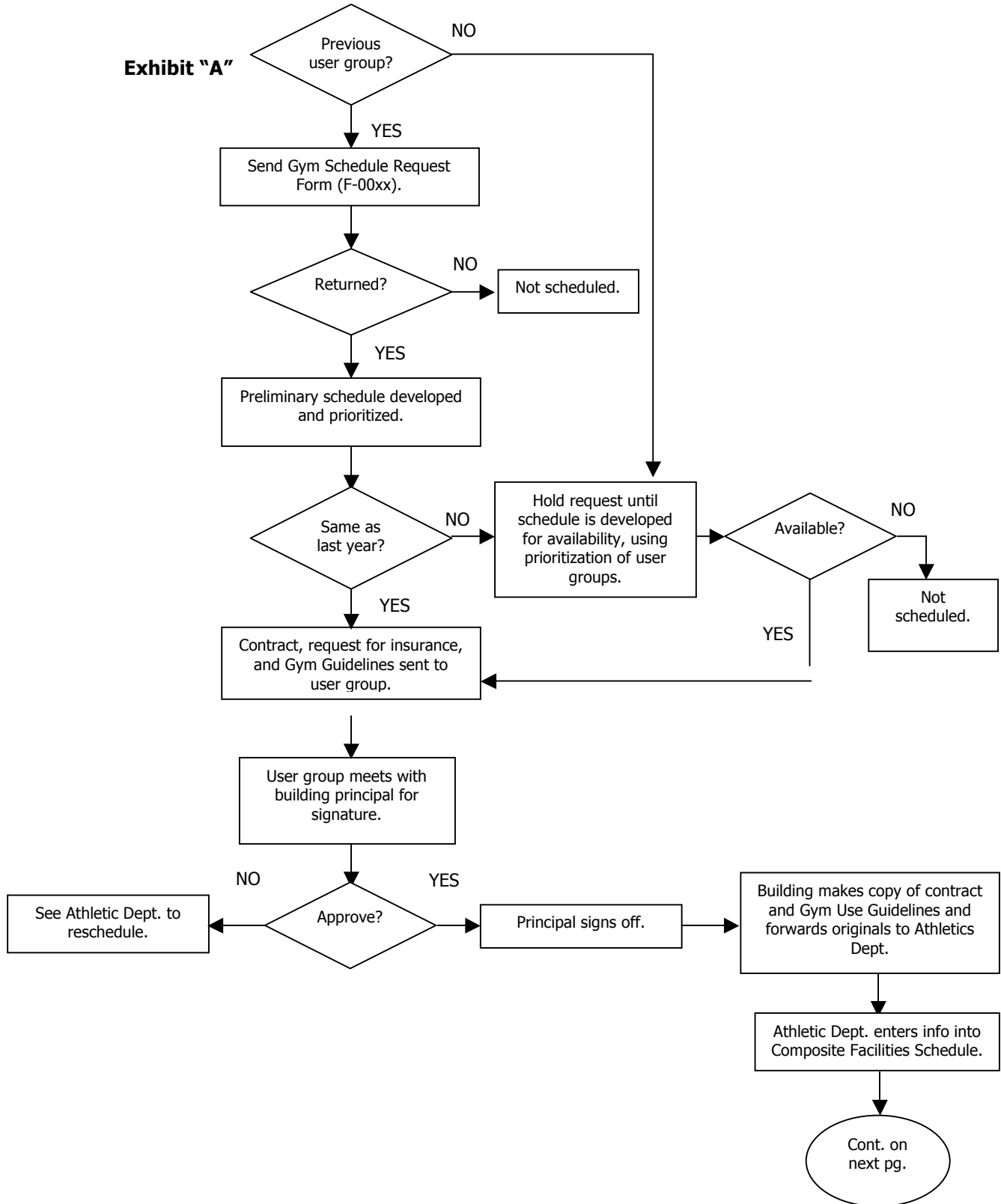
<b><u>Date:</u></b>	<b><u>Rev:</u></b>	<b><u>Description of Revision:</u></b>
31-May-01	A	Original Release
09-Dec-04	B	Added information regarding online availability to 5.4
6-Mar-09	C	Added information regarding facility charges 5.14

---

# SCHEDULING OF INDOOR ATHLETICS FACILITIES (ATH-P002)

WENATCHEE SCHOOL DISTRICT

---

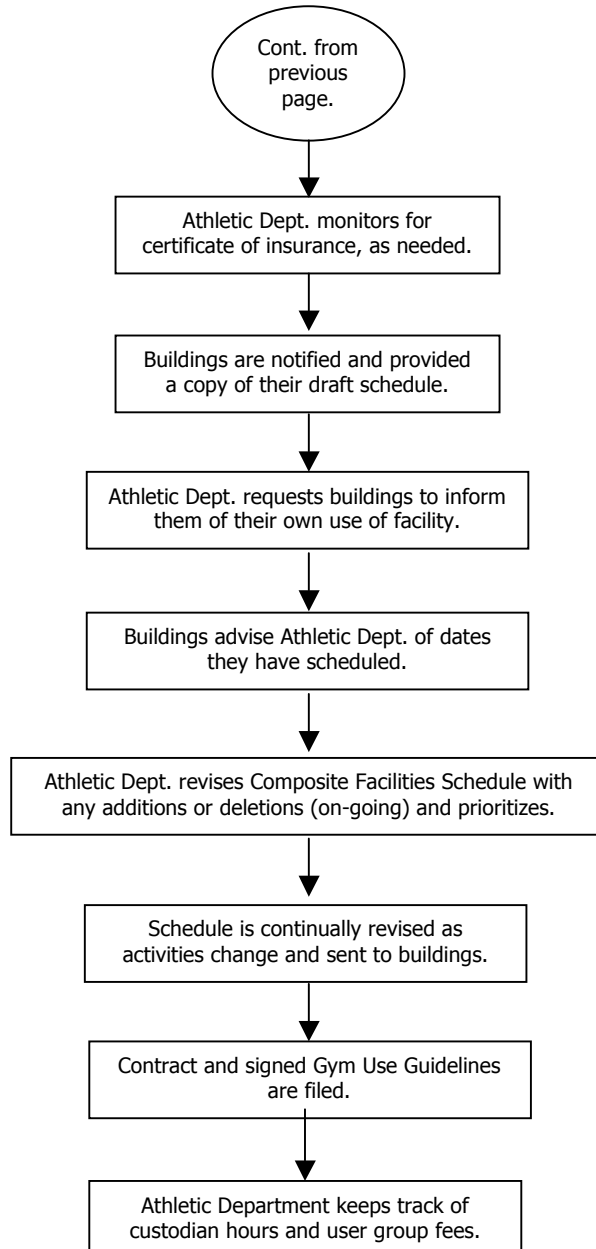


---

## SCHEDULING OF INDOOR ATHLETICS FACILITIES (ATH-P002)

WENATCHEE SCHOOL DISTRICT

---



**\*\* End of procedure \*\***