
SCHEDULING OF OUTSIDE ATHLETICS FACILITIES (ATH-P003)

WENATCHEE SCHOOL DISTRICT

SCOPE:

- 1.1 This outlines the procedure to follow for scheduling the outdoor athletic 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 and Designees

3.0 APPROVAL AUTHORITY:

- 3.1 Athletic Director

4.0 DEFINITIONS:

- 4.1 School Board Policy 4330 and 4330P

5.0 PROCEDURE:

- 5.1 User groups requesting use of an outdoor athletics facility in the Wenatchee School District must contact the Athletic Department.
- 5.2 The Athletic Department will first verify availability of the facility and then the time slot requested by the requestor. Any information for approval for use at this stage is generally a verbal approval from the Athletic Director should the Secretary deem it necessary through experience.
- 5.3 The Athletic Department will then prepare a contract for use of the facility and forward the contract to the Athletic Director or building Principal for signature. Once signed, the contract is returned to the Athletic Department Secretary.
 - 5.3.1 Contracts for WHS use, Athletic Director signs.
 - 5.3.2 Contracts for Middle or Elementary use, building Principal or designee signs.
- 5.4 The Athletic Department Secretary will mail the contract to the requestor for review and approval. The contract will be accompanied by a cover letter explaining legal requirements (Lystadt Law and insurance) and the date the information and contract are to be submitted to the Athletic Department.
- 5.5 Once the signed contract and accompanying paperwork are received from the requestor, the Athletic Department Secretary will review the information to determine if all required documents and approvals are in order.
 - 5.5.1 If the information is not in order, appropriate action is taken to resolve the situation. Should resolution not be achievable, the request is canceled and the process ends.
- 5.6 Once the paperwork has been confirmed as being in order and complete, the Master Facility Schedule is updated to include the new request.
- 5.7 A copy of the contract is faxed to the Maintenance Department to ensure the facility is prepared for use at the requested time.

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5.8 In the event the contract requires billing, a copy of the contract is delivered to the Business/Finance Department at the District Office at the conclusion of the event.

5.9 Once the user group utilizes the facility, the contract is filed in the Athletic Department and the process ends.

6.0 ASSOCIATED DOCUMENTS:

6.1 Wenatchee School District Contract for Use of School Facilities

6.2 Master Facility Schedule

6.3 Cover Letter

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	Discard as desired	Server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
31-May-01	A	Original Release
11-Nov-09	B	Revised 2.1, 4.1, 5.2, 5.3 & 5.4. Added 5.3.1, 5.3.2 and 6.3. Changed Protection from zip drive to server. Removed flow-chart.

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