



UNION SCHOOL DISTRICT

SCHOOL FIELDS AND FACILITIES USAGE GUIDE 2023-2024



408-364-4200 • campbellusd.org/facilityuse

NOTICE: Athletic organizations requesting use of district facilities may put in a preliminary request for the entire school year. All requests must be received no later than July 30th. Please see forms at the end of the guide.

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I. INTRODUCTION

This policy has been established to assure that the school and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of Campbell Union School District and the community, as well as to set clear procedures, regulations, and rental fees regarding such uses.

In addition to the indoor facilities that are available for public use, Campbell Union School District has a variety of general athletic fields available. All use requires an advance reservation and is subject to fees, and in some cases, damage deposits.

II. FACILITIES AND FIELDS AVAILABLE

Campbell Union School District has numerous play fields and facilities available for use by the public groups for a use fee. The district may exclude certain school facilities from non-school use for safety or security reasons.

INDOOR GYMNASIUM

The following sites have gyms available for use during non school hours. All gyms have setups to support basketball, volleyball and spectator seating. Gym use is charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>
Monroe	155 S Monroe St., San Jose
Campbell	295 W Cherry Ln., Campbell
Rolling Hills	1585 More Ave., Los Gatos

MULTIUSE ROOMS (Large)

The following sites have multiuse rooms available for use during non school hours. Multiuse rooms are meant to accommodate larger groups. Benches and tables may be available within the rooms. Multiuse room usage is charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>	<u>Extras</u>
Blackford	1970 Willow St., San Jose	Stage
Campbell	295 Cherry Ln., Campbell	Stage
Capri	850 Chapman Dr., Campbell	
Castlemont	3040 E Payne Ave., Campbell	Stage
Forest Hill	4450 McCoy Ave., San Jose	Stage
Lynhaven	881 S Cypress Ave., San Jose	Stage
Marshall Lane	14111 Marilyn Ln., Saratoga	Stage
Monroe	1055 S Monroe St., San Jose	Stage,
Rolling Hills	1585 More Ave., Los Gatos	Stage
Rosemary	401 W Hamilton Ave., Campbell	Stage
Sherman Oaks	1800 Fruitdale Ave., San Jose	Stage

GENERAL ATHLETIC FIELDS

***** Due to drought conditions, watering of some fields may be reduced or suspended.**

The following sites have athletic areas primarily consisting of grass play fields that are available for use during non-school hours. Field use is charged at a daily rate. Restrooms are not available on site, and use contracts may require a portable toilet set up for the duration of use. These facilities are most commonly used for practice.

<u>Site</u>	<u>Address</u>	<u>Number of Fields</u>
Blackford	1970 Willow St., San Jose	1
Capri	850 Chapman Dr., Campbell	1
Castlemont	3040 E Payne Ave., Campbell	2
Dover	1300 Sheffield Way, Campbell	2
Forest Hill	4450 McCoy Ave., San Jose	2 + Softball
Hazelwood	775 Waldo Rd., Campbell	2 Please contact Canyon Heights directly
Lynhaven	881 S Cypress Ave., San Jose	1
Marshall Lane	14111 Marilyn Ln., Saratoga	2
Monroe	1055 S Monroe St., San Jose	2
Rolling Hills	1585 More Ave., Los Gatos	2 + Baseball
Rosemary	401 W Hamilton Ave., Campbell	1 + Baseball
Sherman Oaks	1800 Fruitdale Ave., San Jose	1

LIBRARY, STAFF LOUNGE AND CLASSROOM

The following sites **may** have libraries, staff lounges, and classroom space available during non-school hours. Chairs and tables may be available within the rooms. Library, staff lounge, and classroom use are charged at an hourly rate. Restrooms are available and are subject to a daily fee. Custodial fees may be charged.

<u>Site</u>	<u>Address</u>
Blackford	1970 Willow St., San Jose
Campbell	295 Cherry Ln., Campbell
Capri	850 Chapman Dr., Campbell
Castlemont	3040 E Payne Ave., Campbell
Forest Hill	4450 McCoy Ave., San Jose
Lynhaven	881 S Cypress Ave., San Jose
Marshall Lane	14111 Marilyn Ln., Saratoga
Monroe	1055 S Monroe St., San Jose
Rolling Hills	1585 More Ave., Los Gatos
Rosemary	401 W Hamilton Ave., Campbell
Sherman Oaks	1800 Fruitdale Ave., San Jose

III. RESERVATIONS

A. APPLICATIONS

1. Facility Use Reservations can be made no less than 14 calendar days prior to the desired date(s) of use and may be submitted according to the following schedule.
2. Athletic organizations requesting school facilities may make a preliminary request for their seasons using the preliminary request form found at the end of this guide. Forms may be submitted up until July 30th. All requests will be evaluated to determine which facility use will best serve the needs of district students. If multiple requests are received for the same site/times and those requests serve the needs of the district students, a lottery system will be used to determine which request will be granted. Organizations will be notified of their preliminary approval by the start of the school year.

FOR THE PERIOD OF:	PRIORITY GROUP NO.	OPENING DATE:
January 1 through May 31	2	November 15
	3	November 20
	4	November 25
June 1 through August 31	2	April 15
	3	April 20
	4	April 25
September 1 through December 31	2	July 15
	3	July 20
	4	July 25

3. Applications are accepted online by following the procedures set forth in sections VII of this handbook.
4. All requesters must be at least 18 years of age or older.
5. Any person applying for use of school property on behalf of any society, group or organization shall present written authorization from the group or organization to make the application.
6. Persons or organizations applying for use of school facilities or grounds shall submit a Statement of Information indicating the organization upholds the State and Federal Constitutions and does not intend to use school premises to commit unlawful acts.
7. Full rental fees and applicable deposits are due at the time the reservation is made. **NOTE: Checks, money orders, and cash are accepted. Uses will not be confirmed or activated until all fees are received.**
 - a. Requesters reserving facilities less than thirty (30) days in advance must pay in cash,

cashier's check, or by guaranteed money order. Personal or business checks are NOT accepted less than 30 days prior to intended use.

- b. Rental fees for sports seasons beginning after January 1st will be required to submit a \$200 non-refundable deposit at the time their request has been preliminarily approved. Full fees will be due no later than the last working day of December. Any request that is not fully paid by the date due will be opened back to community requests and the deposit will be forfeited.

8. The District may give priority to returning groups or organizations and may give preference to groups serving the largest number of district residents.

B. CANCELLATIONS

Cancellations by requesting groups must be made in writing and received by the CUSD Facility Use Department at least 15 days in advance of the use date in order to receive a refund. The \$25 processing fee will be deducted from all refunds. If it rains on the date of reservation, a full refund is available, providing the user calls the Facility Use Office (341-7208) the next working day to report the rainout.

The district reserves the right to cancel requested dates of use due to scheduling conflicts due to the facility being needed for public school purposes. Notification of the cancellation will be given as soon as practicable and a refund of paid fees will be applied.

IV. FEES AND CHARGES

The fees and charges set forth here are not negotiable; District staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time the reservation is submitted to hold the date and facility.

A. PROCESSING FEES

1. Each application is subject to a **non-refundable \$39 processing fee**. This fee is designed to cover administrative time required to process your use.

B. DEPOSITS

1. A refundable damage deposit of \$100 **may** be required for reservations of any indoor school facility. A refundable damage deposit of \$100 **is** required for all athletic field reservations. Long term renters and co-sponsored groups **are** required to provide a \$250 refundable damage deposit.
2. The District reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.

3. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons:
 - a. Damage to facility.
 - b. Misuse of the facility.
 - c. Inadequate cleanup by user, requiring additional custodial/staff time/services after your use.
 - d. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, user will be billed for the balance. Payment will be due within thirty (30) days of date of invoice. Fees not paid will be sent to collections.
5. Deposits, less any applicable additional charges, will be processed through the District's Finance Department and returned to the user by mail within 30 days of the date of their event.
6. It is the user's responsibility to keep the CUSD Facility office staff informed of any address or telephone changes.

C. FACILITY USE FEES

FACILITY	GROUP 1	GROUP 2	GROUP 3	GROUP 4
School Classroom (per hour)**	\$0.00	\$17.88	\$25.94	\$47.63
Library (per hour)**	\$0.00	\$17.88	\$25.94	\$47.63
Staff Lounge (per hour)**	\$0.00	\$17.88	\$25.94	\$47.63
Multi Use Room (per hour)**	\$0.00	\$41.53	\$65.18	\$79.13
Gym (per hour)**	\$0.00	\$49.81	\$82.73	\$87.36
Restrooms (1 charge per group of 25) – daily	\$0.00	\$10.03	\$19.47	\$19.47
Field Use (per day)	\$0	N/A	N/A	25.45/Hour
Blacktop Use (per day)	\$0	N/A	N/A	25.45/Hour
Baseball Diamonds (per season – June/Dec, Jan/June)	\$0	\$924.37	\$924.67	N/A
General Turf Field (per season – June/Dec, Jan/June)	\$0	\$924.67	\$924.67	N/A
Parking Lot Use (per day)	\$0	\$82.40	N/A	N/A
Custodial – Regular School Calendar with no support (per hour)	\$0.00	\$0.00	47.65	\$47.62
Custodial – Groups Over 50 or Saturdays (per hour)	\$76.03	\$76.03	\$76.03	N/A
Custodial – Sundays or Holidays (per hour)	\$93.52	\$93.52	\$93.52	N/A

* = A refundable damage deposit is required for all indicated uses.

**= A refundable damage deposit may be required for use.

D. GROUP DEFINITIONS

- Group 1 Groups providing activities directly related to the Campbell Union School District educational programs and sponsored by the district, activities of the Board of Education, meetings of district employee organizations, and meetings of PTA.
- Group 2 Non-profit (501 c 3) groups and organizations which charge an admission fee or collect dues or contributions, and have a prime objective of youth education, service, or recreation.
- Group 3 Profit making organizations, religious organizations, child care centers or groups, and groups serving the adult community.
- Group 4 Groups providing enrichment value to the student population that are run at school sites at times prior to 6:00 pm on regular school days and not run by the district.

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's Office or IRS with their non-profit ID number indicated and pay with an organization check.

V. GENERAL USE RULES AND REGULATIONS

A. GENERAL RULES AND REGULATIONS

1. To observe all laws, signs and regulations applicable to the premises which includes:
 - a. Smoking and the use of tobacco products are **prohibited anywhere** on District property.
 - b. Alcoholic beverages are prohibited anywhere on District property.
 - c. Vehicles are permitted in designated parking spaces only.
 - d. No structures may be erected or assembled on school premises nor any extraordinary electrical, mechanical or other equipment be brought on any school campus unless special approval has been obtained from the Superintendent/designee.
 - e. Skateboarding, roller blading, and bicycle riding are prohibited on school grounds.

- f. No animals, including dogs, are allowed on school property unless necessary for the reasonable accommodation of disabled persons. (Documentation required.) Use of straw or hay is also restricted. The Superintendent/designee may approve exceptions.
- g. The Superintendent reserves the right to provide police and/or fire protection services at user's cost for any activity held at a district facility when such protection is deemed desirable.
- h. All draperies, hangings, curtains, drops and decorative materials used within or upon the school buildings or grounds shall be made from a flame-retardant solution or process approved by the State Fire Marshall.
- i. No metal cleated footwear is allowed on the fields.
- j. No group, association, league, organization, person or persons using Campbell Union School District facilities shall practice discrimination against persons because of race, color, religious creed, national origin, ancestry, or sex.
- k. An individual or group may not use school facilities for the commission of any crime or any act prohibited by law.
- l. Groups may not monopolize the use of district facilities or interfere with the educational programs of the school.
- m. Intoxicants, narcotics, profane language, quarrelling, fighting and gambling are sufficient causes for denying future use of district facilities to the organization.
- n. Youth organizations must have adequate adult sponsorship and supervision. Adequate supervision is one adult per ten children.
- o. The Superintendent reserves the right to revoke or deny any permit when the use of the facility has a negative impact on the surrounding community.

B. REQUESTERS RULES AND REGULATIONS

- 1. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
- 2. To agree to have all employees and volunteers fingerprinted and permit only those whose criminal history is deemed appropriate to work with children the opportunity to participate in any program held on Campbell Union School District property.
- 3. Organizations or groups using a district facility shall assume the responsibility to ensure that all activities, equipment used or placed on school premises, and all information distributed shall comply with applicable state and local fire, health and safety laws and regulations.
- 4. Nothing shall be applied to school floors or walls without prior approval.

5. Users are responsible to remove all items at the conclusion of their use. All litter must be deposited into trash receptacles, where provided, or removed from the premises. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. All trash must be in containers or removed from the premises. The user is responsible for the condition in which he/she leaves the facility or field. Any clean-up required by the school district crews following your use will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
6. Unless custodial fees are required, **all set up and clean up will be the responsibility of the user**. Any additional support rendered by district staff will be cause for forfeiture of all or part of your clean-up/damage deposit or will be charged to the user accordingly.
7. The misuse of CUSD facilities and fields, or failure to conform to regulations, established regulations (including the Wet Field Regulation) and procedures or any other Federal, State, or local law, rule, regulation, or ordinance shall be sufficient reason for immediate termination of permit and denial of future applications. No refund will be granted. All damages or loss of property will be the financial responsibility of the user.
8. Users are to restrict their use to only those facilities or fields specifically reserved and paid for, as designated on their Facility Use Contract. It shall be the responsibility of the organization to ensure that unauthorized areas are not used and that the premises are vacated as scheduled. Other facilities or fields may be scheduled by other groups and may not be available. Users are advised to always carry their Facility Use Contract in case there is a question as to who has priority/reservation for the use of the facility or field area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.
9. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use.
10. Individual minors or groups of minors must be properly supervised by adults when using District facilities. Groups composed of minors must be supervised by one (1) adult for each ten (10) minors throughout the use period on CUSD facilities.
11. In the event of an emergency, unsafe condition, or conflict with school activities, the District reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.
12. At the end of use, the user shall clean up all areas used by the group and dispose of all refuse. Place all tables, chairs and equipment in the location found prior to use. Lock and secure all windows and doors. Turn off all lights. Notify custodian or other personal of your departure.

C. TURF PRESERVATION

Your cooperation is needed to preserve the turf on school fields by following these guidelines:

1. Limit the use of cleats. At no time shall metal cleats be used on District fields.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.
5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other field users.
7. Remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) is allowed to be left on school property.
8. Do not overcrowd fields by scheduling multiple practices or games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on CUSD property to the school district grounds maintenance office at 408-341-7226.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the CUSD Maintenance Department at (408) 690-6914 or (408) 690-6934, or you can reach the on-call pager at (408) 381-8005. When you make the call, be prepared to fully identify yourself, your location (school), and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas.
13. Portable restrooms are required for users who rent the field for a season.

D. CONDITIONS OF USE OF FIELDS

1. Tournament dates, practice games, and league game dates are to be specified when making field reservations.
2. All leagues must make photocopies of their approved facility reservation form to be carried by each coach or manager. They must show it upon request of any person or group.

3. The Facility Use Department must be notified immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules and Regulations (Section V) apply to all field uses.

E. WET FIELD REGULATION

The following information is the CUSD regulation regarding the use of fields during wet conditions. This regulation and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity taking place on a grass field or turf area. This regulation applies to **ALL** fields.

Groups shall abide by the **Wet Field Regulation** and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for two days, or the wet conditions as described above exist, groups are not to play.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

Users’ Responsibility

1. Group leaders are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
2. GROUPS FAILING TO FOLLOW THE GUIDELINES OF THIS POLICY WILL SUBJECT THEIR RESERVATION TO CANCELLATION AND LOSS OF FUTURE USE. FIELDS WILL BE CHECKED FOR MISUSE DURING TIMES WHEN FIELDS ARE CONSIDERED TOO WET AND/OR MUDDY BY DESIGNATED DISTRICT STAFF.
3. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact school district grounds maintenance office at 408-341-7226.
4. Abuse/use during wet conditions shall result in a minimum \$50 fine* upon the first occurrence and minimum \$100* fine for the second infraction. A third infraction in a calendar year will result in loss of future scheduled uses. It is the contact person’s responsibility to be sure that all coaches and parents understand and enforce this policy, however inconvenient it may be.

* = Fine may be higher if the cost of repairs necessary as a result of group’s use of wet field exceed the minimum fine amount.

F. LIABILITY/INSURANCE

1. The user shall be responsible for any and all damage to the District's premises, equipment, and property. If after an activity, additional maintenance is required (in excess of normal services/time), the user will be charged accordingly. Damage to district property or equipment may result in the denial of further or future use of the facilities.
2. Campbell Union School District is not responsible for accidents, injuries, or loss of or damage to individual property. Any group or organization using school facilities or grounds shall be liable for injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.
3. The user will be held responsible for all actions, behavior, and damages caused by his/her guests/attendees.
4. All users requesting use of the District facilities or fields will be required to provide the District with an **original** Certificate of Insurance providing proof of the following coverage:
 - a. Public liability and property damage insurance in an amount not less than \$1,000,000 for bodily injury for each occurrence, and \$2,000,000 bodily injury aggregate, and \$1,000,000 property damage for each occurrence, and \$2,000,000 for property damage aggregate.
 - b. Campbell Union School District **must be named** as additional insured. Endorsement pages required.
 - c. The coverage shall not be canceled or reduced without at least ten (10) days written notice to the District.
 - d. The certificate must be submitted to the District Facility Use office at least ten (10) days prior to the event. All policy renewal shall also be forwarded to the District Facility Use office at least 10 days prior to the expiration of the current policy.

If you are looking to obtain one-time event insurance:

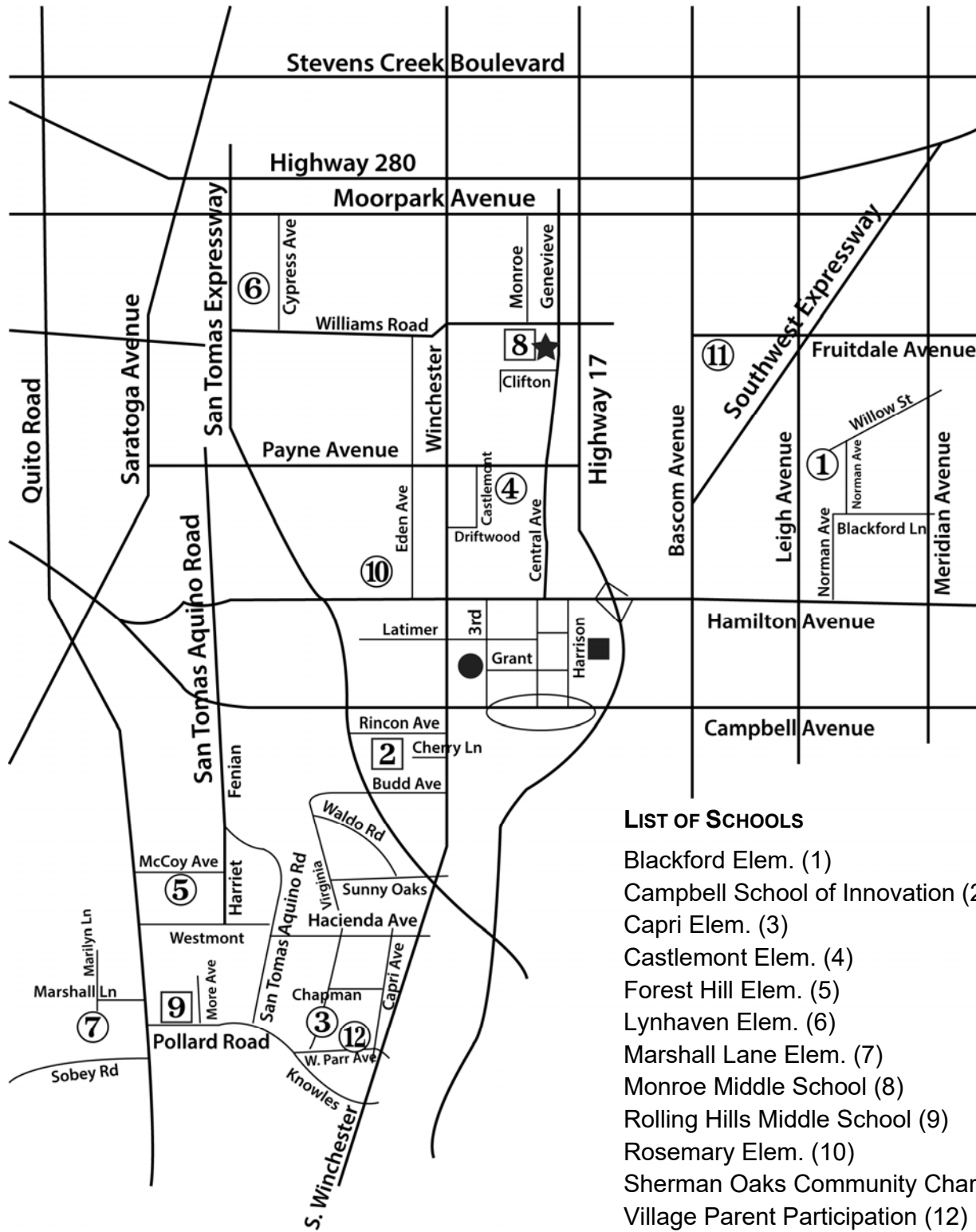
Philadelphia Insurance Special Events Online Quotes – Go to link below and then click on “Start Here”

<https://www.phly.com/products/SpecialEventsIns.aspx>

G. MODIFICATIONS TO RULES & POLICY

Campbell Union School District shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the CUSD Superintendent at least 90 days prior to the intended date of use/event.

VI. DISTRICT MAP



LIST OF SCHOOLS

- Blackford Elem. (1)
- Campbell School of Innovation (2)
- Capri Elem. (3)
- Castlemont Elem. (4)
- Forest Hill Elem. (5)
- Lynhaven Elem. (6)
- Marshall Lane Elem. (7)
- Monroe Middle School (8)
- Rolling Hills Middle School (9)
- Rosemary Elem. (10)
- Sherman Oaks Community Charter (11)
- Village Parent Participation (12)

- District Administration Office ③
- PLC (Prof. Learning Center) 🌳
- Corp Yard/Central Kitchen ⑤

VII. ONLINE APPLICATIONS

Campbell Union School District uses FSDirect to organize all use of facilities within the district. Groups may start the application process online by following the directions listed below:

1. Go to <http://www.communityuse.com/default.asp?acctnum=570259566>
2. If you are not already registered as a Community Use Organization Contact, you will be prompted to enroll online by selecting “Create One” in the Login area. To find out if your organization is already set up in the system, please call the Facility Use office at 341-7208.
3. Once your registration has been accepted, you can return to the CommunityUse login page to begin requesting facility usage.
4. Complete the online application process.
5. You will receive several system generated emails during the approval process. Once the site has given preliminary approval, you will receive a district generated email that will give instructions for completion of the request. In order to activate the Request for Use, the following will be required:
 - a. An original Certificate of Liability Insurance meeting the requirement listed in section V
 - b. Payment for the planned use plus any deposits
6. Once the Facility Use office has received in person or by mail a current Certificate of Liability meeting all district requirements and all applicable fees and deposits, the use will be activated. The user will receive a system generated email of activation.



2023/2024 Gym Facility Use Preliminary Request

Organization Name: _____ Organization Contact: _____

Phone: _____ Email: _____

Date Range Requested: _____

Indicate your preference of times/days numerically with a 1 being your first choice:

Gym Sports – Basketball/Volleyball	
Gym MMS M, W, F 7:30-10:00 (10/15-2/15 8:00-10:00 only)	
Gym MMS T, Th 7:30-10:00 (10/15-2/15 8:00-10:00 only)	
Gym MMS M, T, W, Th, F 7:30-10:00 (10/15-2/15 8:00-10:00 only)	
Gym CSI (formally CMS) M, W, F 6:00-9:00	
Gym CSI (formally CMS) T, Th 6:00-9:00	
Gym CSI (formally CMS) M, T, W, Th, F 6:00-9:00	
Gym CSI (formally CMS) M, W, F 6:00-7:30	
Gym CSI (formally CMS) M, W, F 7:30-9:00	
Gym CSI (formally CMS) T, Th 6:00-7:30	
Gym CSI (formally CMS) T, Th 7:30-9:00	

*****CSI weekends 9:00-6:00 ONLY**

Please indicate any weekend use you plan to request: _____

The following will apply to all requests:

- Must be received in the Facility Use Department no later than 4:00 pm on July 31st, 2023
- If multiple requests come in for the same time period, a blind draw will be made for the selected slot
- All organizations will be notified of the status of their request prior to the first day of school
- Organizations securing preliminary requests shall pay a non-refundable deposit of \$200 within 2 weeks of notification. Request for Aug-Dec dates will be due no later than August 31. Jan-June facility use fees (minus the deposit) will be due no later than the last school day in December. Any requests not completed by the deadline will be given to the next organization or opened back up for Community requests.



2023/2024 Field Sports Facility Use Preliminary Request

Organization Name: _____ Organization Contact: _____

Phone: _____ Email: _____

Date Range Requested: _____

Indicate your preference of times/days numerically with a 1 being your first choice:

Field Sports - Weekdays	Field Type	
Blackford 6-8pm		
Castlemont 6-8pm		
Forest Hill 6-8pm		
Lynhaven 6-8pm		
Marshall Lane 6-8pm		
Rolling Hills 6-8pm		
Rosemary 6-8pm		
Sherman Oaks 6-8pm		
Dover 6-8pm		

Please indicate any weekend use you plan to request: _____

The following will apply to all requests:

- Must be received in the Facility Use Department no later than 4:00 pm on July 31st, 2023
- If multiple requests come in for the same time period, a blind draw will be made for the selected slot
- All organizations will be notified of the status of their request prior to the first day of school
- Organizations securing preliminary requests shall pay a non-refundable deposit of \$200 within 2 weeks of notification. Request for Aug-Dec dates will be due no later than August 31. Jan-June facility use fees (minus the deposit) will be due no later than the last school day in December. Any requests not completed by the deadline will be given to the next organization or opened back up for Community requests.