

Stadium and Athletic Facility Use

Purpose

The purpose of this procedure is to establish a fair, consistent, and transparent administrative process for scheduling, approving, and managing the use of District stadiums and athletic facilities in accordance with Board Policy 4265.

This procedure is intended to:

- Support the educational mission of the District;
- Ensure District-sponsored student programs receive scheduling priority;
- Promote equitable and responsible community access when appropriate;
- Protect District facilities and public investments;
- Establish consistent administrative decision-making; and
- Reduce scheduling conflicts through clearly defined authority and expectations.

The District recognizes that its stadium and athletic facilities are significant public assets intended first to support students while also serving the community in a manner consistent with Board policy and the long-term interests of the District.

Scope

This procedure applies to all District-owned or District-controlled outdoor athletic facilities, including but not limited to:

- Stadium field
- Artificial turf field
- Natural grass athletic fields
- Track facilities
- Scoreboards
- Stadium lighting
- Bleachers
- Press box
- Concessions
- Restrooms
- Parking areas
- Adjacent athletic support facilities

This procedure applies to District-sponsored activities as well as requests from outside organizations or individuals.

Administrative Authority

The Superintendent is responsible for implementing Board Policy 4265 and administering this procedure.

The Superintendent may delegate administrative responsibilities to principals, athletic directors, facilities personnel, or other designated employees while retaining ultimate responsibility for administration of District facilities.

The Superintendent reserves the authority to:

- approve exceptions to this procedure;
- resolve scheduling conflicts;
- modify scheduling priorities when educational interests require;
- restrict or suspend facility use;
- protect District property;
- establish operational guidelines; and
- make administrative decisions necessary to support student programs, safety, and District operations.

Delegated authority is described in **Appendix B**.

Definitions

For purposes of this procedure:

Artificial Turf Field

The District's synthetic athletic field located within the stadium complex. Because of its substantial replacement cost and limited service life, the field shall be managed to maximize educational benefit while preserving its long-term condition.

Community Use

Use by organizations or individuals that are not conducting District-sponsored activities.

District-Sponsored Activity

Any instructional, athletic, extracurricular, cocurricular, performing arts, or community engagement activity organized, sponsored, sanctioned, or officially approved by the District.

Facility Use Permit

Written authorization issued by the District approving use of District facilities under specified conditions.

Priority Use

The order in which competing requests for facility use are scheduled.

Special Event

An event requiring additional planning, staffing, traffic management, custodial support, security, or operational coordination beyond normal facility use.

Stadium Complex

The stadium field and all associated athletic facilities located within the stadium grounds.

Scheduling Priorities

District facilities exist primarily to support the education of students.

Facility use shall generally be scheduled according to the following priorities:

1. District instructional programs during the school day.
2. District-sponsored interscholastic athletics and student activities.
3. District-sponsored performances, ceremonies, and community events.
4. Youth organizations serving District students.
5. Nonprofit community organizations.
6. Government agencies.
7. Commercial organizations and private users approved by the District.

Within each category, administrators may consider:

- previously established schedules;
- league requirements;
- tournament schedules;
- operational efficiency;
- equitable access;
- field preservation;
- staffing availability;
- maintenance schedules;
- safety considerations; and
- the educational interests of students.

Approval of one request does not establish an ongoing right to future use.

Detailed scheduling priorities are contained in **Appendix A**.

Facility Reservation Process

Requests for facility use shall be submitted using District-approved application procedures.

The District may require:

- a completed application;
- proof of insurance;
- execution of a Facility Use Agreement;
- payment of required fees or deposits;
- security plans;
- event staffing plans; and
- any additional documentation deemed necessary.

No request shall be considered approved until written authorization has been issued by the District.

Administrative Review of Requests

When evaluating requests, administrators may consider:

- scheduling priority;
- educational benefit;
- compatibility with District operations;
- facility availability;
- staffing requirements;
- anticipated attendance;
- previous history of facility use;
- field conditions;
- maintenance schedules;
- community impact; and
- compliance with District policies.

The District reserves the right to deny any request that is inconsistent with Board policy, District procedures, applicable law, or the best interests of the District.

Conditions of Use

All users shall comply with:

- federal, state, and local law;
- Board policy;
- District procedures;

- facility use agreements;
- directions provided by District personnel; and
- operational requirements established by the District.

Users shall:

- supervise participants and spectators;
- maintain orderly conduct;
- protect District property;
- report damage or unsafe conditions immediately;
- leave facilities in acceptable condition;
- reimburse the District for damage resulting from their use; and
- comply with all applicable safety requirements.

Additional conditions may be imposed based upon the nature of an event.

Stewardship of District Facilities

The District recognizes that the stadium complex, including the artificial turf field, represents a substantial public investment intended to serve students and the community for many years.

Accordingly, preservation of District facilities shall be an important consideration in all scheduling and operational decisions.

The District may postpone, relocate, modify, or cancel facility use when necessary to:

- preserve the useful life of the artificial turf;
- protect natural grass playing surfaces;
- accommodate maintenance activities;
- address weather-related conditions;
- respond to emergencies;
- protect public safety; or
- support District educational priorities.

The Superintendent may establish operational standards governing the use of the artificial turf field, including restrictions intended to preserve the field and maximize its useful life. Such standards shall be maintained within the Stadium Operations Handbook.

Administrative decisions regarding facility preservation shall be final.

Fees and Cost Recovery

Facility use fees shall be established separately by the District.

Fees may include costs associated with:

- facility rental;
- custodial services;
- lighting;
- utilities;
- scoreboard operation;
- field preparation;
- security;
- event staffing;
- cleanup; and
- other event-related expenses.

The Superintendent may approve fee reductions or waivers when consistent with Board policy and District interests.

Event Responsibilities

Depending upon the event, users may be required to provide or reimburse the District for:

- event supervisors;
- custodial support;
- security personnel;
- emergency medical services;
- parking attendants;
- traffic control;
- scoreboard operators;
- sound system operators;
- field preparation;
- cleanup; and
- other operational support.

District employees assigned to an event shall remain under District supervision.

Cancellations, Modifications, and Administrative Review

The District reserves the right to modify or cancel approved facility use whenever necessary to:

- protect students;
- preserve District property;
- support District operations;
- address safety concerns; or
- respond to emergencies.

Whenever practical, users shall receive prompt notification.

Questions regarding scheduling decisions should first be directed to the administrator responsible for facility scheduling.

A user who believes a decision is inconsistent with Board Policy 4265 or this procedure may submit a written request for administrative review to the Superintendent.

The Superintendent's decision shall be final unless otherwise required by law or Board policy.

Stadium Operations Handbook

The Superintendent may establish and maintain a Stadium Operations Handbook containing operational requirements necessary to implement this procedure.

The handbook may include:

- reservation procedures;
- application forms;
- operational checklists;
- turf protection standards;
- maintenance protocols;
- emergency procedures;
- weather guidelines;
- staffing expectations;
- event planning guidance;
- fee schedules;
- facility diagrams; and
- other administrative guidance.

The handbook may be revised administratively and does not require Board approval.

Appendix A

Facility Use Scheduling Priority Matrix

Priority	User Classification	Typical Examples
Priority 1	District instructional programs	Physical education classes, instructional activities, curriculum-based learning
Priority 2	District-sponsored athletics and student activities	Practices, contests, ASB activities, marching band, student clubs, school-sponsored camps
Priority 3	District-sponsored ceremonies and community events	Graduation, assemblies, district celebrations, Board-approved community events
Priority 4	Youth organizations serving District students	Youth football, youth soccer, youth recreation programs
Priority 5	Nonprofit organizations	Community nonprofits, charitable organizations, civic organizations
Priority 6	Government agencies	City, County, State, Federal agencies
Priority 7	Commercial organizations and private users	Commercial events, private tournaments, for-profit organizations, private rentals

Note: Placement within a priority classification does not guarantee facility availability. Scheduling decisions may also consider educational benefit, field preservation, staffing, maintenance requirements, operational efficiency, and District priorities.

Appendix B

Delegation of Administrative Authority

Decision	Principal	Athletic Director	Facilities/Maintenance	Superintendent
Develop seasonal practice schedules	Shared	Lead	Consult	Oversight
Coordinate game schedules	Consult	Lead	Consult	Oversight
Recommend community use requests	Consult	Consult	Consult	Final Approval
Recommend exceptions to scheduling priorities	Recommend	Recommend	Consult	Final Decision
Assess field conditions	Consult	Consult	Lead	Oversight
Recommend temporary field closures	Consult	Consult	Lead	Final Decision
Establish turf preservation standards	Consult	Consult	Recommend	Final Approval
Approve operational exceptions	Recommend	Recommend	Consult	Final Decision
Approve fee waivers	—	—	—	Final Approval
Resolve scheduling disputes not otherwise resolved	Consult	Consult	Consult	Final Decision