



## Use of Facility by Non-School Sponsored Groups

*complete this form and return to High School Activities Office.*

*Must include roster, and proof of insurance and/or premium check*

*(roster to include student name, school they attend, and coaches/sponsors names)*

Group Name: \_\_\_\_\_

Grade or Age Group: \_\_\_\_\_ Indicate by circling: Boys Girls

Sport/Activity: \_\_\_\_\_

Name of Coach/Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Hours: \_\_\_\_\_

E-Mail \_\_\_\_\_

### **AAU or Small Groups Request for Gyms - indicate 1st choice, 2nd choice, 3rd choice**

\*Indicate choice, by 1st, 2nd, 3rd: \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri.

\*Circle time requested: 6:00-7:00 7:00-8:00 8:00-9:00 (may be adjusted if not available)

\*Indicate beginning date: Month \_\_\_\_\_ Day \_\_\_\_\_ ending date: Month \_\_\_\_\_ Day \_\_\_\_\_

*If a school day is canceled or school is released early, your practice time will be canceled.*

*(Facilities are not available on No School or In service Days.)*

### **Small Groups Request for MS Balcony - indicate 1st choice, 2nd choice, 3rd choice**

\*Indicate choice, by 1st, 2nd, 3rd: \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri.

\*Circle time requested: 6:00-7:00 7:00-8:00 8:00-9:00 (may be adjusted if not available)

\*Indicate beginning date: Month \_\_\_\_\_ Day \_\_\_\_\_ ending date: Month \_\_\_\_\_ Day \_\_\_\_\_

*If a school day is canceled or school is released early, your practice time will be canceled.*

*(Facilities are not available on No School or In service Days.)*

**FOR CCSD LEAGUES ONLY:** number of courts required for league dates listed below: \_\_\_\_\_

\*Indicate choice, by 1st, 2nd, 3rd: \_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri.

\*Circle time requested: 6:00-7:00 7:00-8:00 8:00-9:00 (may be adjusted if not available)

\*Indicate beginning date: Month \_\_\_\_\_ Day \_\_\_\_\_ ending date: Month \_\_\_\_\_ Day \_\_\_\_\_

### **INSURANCE INFORMATION**

All groups requesting gym time must show proof of insurance before gym time will be given.

CCSD Leagues or Multi-Team Groups and/or large leagues with multiple volunteer coaches will need to carry their own policies. Proof of insurance is required at the time of request of facilities.

AAU or small groups may purchase their own insurance or may pay a \$10 reimbursement fee to the groups who carry league insurance, these groups are listed below. In the event the groups do not renew their policy, it is the responsibility of the AAU or small group coach to obtain insurance and show proof of insurance to maintain facility use.

Baseball Groups - \$10 payable to College Community Baseball

Softball Groups - \$10 payable to CCGS

Basketball Groups - \$10 payable to CCLLGBB

Volleyball Groups - \$10 payable to Prairie Power Hawks

### **MUST BE SIGNED AND DATED BELOW**

**\*\*The below individual(s) have read and agree to abide by all rules related to Facility Reservation System:\*\***

# Facility Reservation System

All requests for the use of district facilities need to go through the High School Activities Office. If you are interested in reserving one of the district's facilities please follow the steps below.

1. Fill out the application form, and return with a complete roster, and insurance requirements, as stated on the reverse side, to the Activities Office.
2. If your roster changes you must supply the Activities Office with an updated roster in order to have continued coverage under the insurance, and to continue with your practice times that are reserved. Groups failing to follow these policies could lose all practice times.
3. Reserve times according to the criteria listed below.

## Reservation guidelines:

- Outside groups will be assigned once a week practice time, twice if gym is available for all groups requesting time.
- Reservations will be made for 4 months, beginning in August for Sept-Dec and again in December for Jan-May. Facilities are not scheduled during the summer months.
- Every effort will be made to accommodate all groups.
- Every effort will be made to schedule Elementary groups at one of the elementary buildings. Middle School groups at the Middle School and High School groups at the High School. Gym time will not exceed one hour, once a week for individual teams, twice a week if gym is available for all groups requesting twice a week.
- Because of custodial considerations every effort will be made to schedule groups evenly between the four elementary schools. You could be assigned each month a different elementary. Please check schedule carefully.
- Reservations for gym space at Ridge, the Middle School and the High School will be allocated on a per court basis. Two courts at Ridge and the Middle School and 4 courts at the High School.
- Reservation sheets may be posted outside the gyms. This schedule need to be followed. Groups are not asked not to linger past their reserved time. This is necessary to allow the custodial staff adequate time to clean the facility. It is also necessary to allow the team following you your gym time.
- Adult sponsors are responsible for the students at all times and may be held financially liable for any damage or vandalism that might occur during their scheduled time.
- At no time are students to leave the room/gym without adult supervision. Please assign an adult supervisor to anyone leaving gym.
- In the event of school cancellations or early releases due to weather, your practice time will also be canceled. If these cancellations result in school athletic events being rescheduled on the day of your practice, every effort will be made to find you another time and place to practice.
- Groups need to notify the Activities Office (848-5350) with any cancellations of facility use. Any damage that occurs during the time you are scheduled you could be held responsible for these damages if proper cancellation is not followed.
- All requests should be made at least two weeks in advance to allow time for school personnel communication.
- Food and beverage items are not allowed in the gym area, with the exception of water.
- Misuse of facility including, but not limited to, the above mention guidelines and procedures may result in loss of privileges.

## The following priorities will be followed when taking reservations.

1. College Community athletic teams.
2. College Community organizations including, but not limited to: youth boy's basketball, youth girl's basketball, College Community club volleyball, and youth soccer (boys and girls).
3. Student teams or groups that are not sponsored by the district but are comprised of 100% College Community students.
4. Outside groups who want to rent the facility.

## Scrimmages:

Approval is not necessary for scrimmages with teams that are on file in the Activities Office, and are approved for gym time.. No outside group is allowed to come in for scrimmages without proper paperwork being filed 2 weeks prior to the scrimmage. This would entail a contract, \$10.00/hour facility charge to group requesting scrimmage, and proof of insurance of team you are scrimmaging. Failure to receive prior approval could result in cancellation of gym times. Coaches, whose name appears on reservation form, will be held liable for any damages and/or injuries.

Questions may be directed to:  
Prairie High School, Activities Office  
Rocky Bennett or Jackie Fossum  
848-5361 848-5350