

Hello Coaches and Outside Renters,

Below is the WSD new facilities usage during the weekend and holiday time frame procedures. This is for building use and building use only during the weekends and holiday time frames. Any practices that take place outside should still be scheduled via the Rschool facilities program and put on the calendar but these times will not pertain to those requests. Once again this is only for BUILDING USAGE ON WEEKENDS AND HOLIDAYS.

- On regular (non holiday) weekends throughout the school year the building will be able to be used by staff members (coaches included and teams) and outside rentals from 9am to 5pm. (special requests can be made with approval by administration)
- On weekdays there is no school but not a holiday (example - spring break weekdays, and or x-mas break weekdays) the building will be able to be used by staff members (coaches included and teams) and outside rentals from 7am to 3pm. (special requests can be made with approval by administration)
- On Holidays - there are 8 major holidays - (Labor Day, Thanksgiving, Christmas, Good Friday, Easter, Memorial Day, 4th of July, New Years Day) there will be **ABSOLUTELY NO** practices or access to the building by anyone.
- On "eves" (Christmas Eve, New Years Eve, and Day after Thanksgiving) there will be **ABSOLUTELY NO** practices or access to the building by anyone.

\*Note\* Please remember that long time school events (Dances, dodgeball tournaments, intramurals, concerts, banquets) are events that take precedence over outside rentals. The decision if they are long time events will be made by administration.

All practices or usage must be scheduled and placed on the calendar via the Rschool facilities scheduler program. If there are no practices scheduled *in advance* for those times you will not be able to just come in the building and have unscheduled practices. This must be adhered to per school policy that states a custodian must be present in the building to secure all doors and close the building down. Buildings and grounds must pay double time to the custodian for being in the building on those days, so if no practices are scheduled then no custodian comes in.

I understand that this may be a change from the past and your flexibility is needed and appreciated in order to insure a fair and manageable schedule. If you have any questions, please let me know. Thank you for all you do for the students and the Whitnall School District.