

**NOTE TO THE PERSON/ORGANIZATION APPLYING FOR THE USE OF
FAIRVIEW HIGH SCHOOL FACILITIES**

Fairview High School facilities are used by many different teams and organizations throughout the year. The administration makes every effort to provide facilities to all worthy events that benefit our students; academic, athletic and cultural programs in which they participate; and/or the community. Because the facilities are a limited resource and we have a wide variety of requests and needs, it is obviously important that we avoid scheduling conflicts. This becomes more difficult when planning several months in advance, something which is necessary to follow through with the approval procedures and for groups to be able to make their preparations in a timely manner. It is also a fact that some needs for facilities are unforeseen, (for example a team reaching the playoffs and needing post-season practice time in a gym). Requests for one (1) day events are easier for us to approve, than are ongoing requests (such as needing a particular gym every Wednesday over four (4) months).

We also allot time for high school facilities use based on the following priority system:

1. In-season varsity team/organization requests.
2. In-season junior varsity team/organization requests.
3. Out-of-season varsity team/organization requests.
4. Out-of-season junior varsity team/organization requests.
5. Parks and rec authority requests.
6. All other requests.

If may be necessary for lower priority requests to be given a tentative approval with the understanding that their event time and date may need to be rescheduled.

ALL BOARD APPROVAL NOTICES OF USE OF FACILITIES REQUESTS SHOULD BE SENT TO THE FOLLOWING INDIVIDUALS:

1. Athletic Director.
2. Assistant Athletic Director.
3. FHS Assistant Principal. (If high school event.)
4. Assistant Athletic Director. (If middle school event).
5. Principal. (If middle school event).
6. FES Principal. (If elementary school event).
7. Resource Center Secretary.
8. Facilities Director.
9. FHS Secretary.