

EAST HIGH SCHOOL FACILITY RENTALS

C-4: Administrative Procedures – Community Use of Facilities

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The athletic director should determine an appropriate process for accepting rental requests, including the method to be used, any deadlines that will be imposed, . . .

For rentals (including multiple use rentals of fields/gyms), the following seasons have been established. Please complete an Initial Rental Request form found at: **easthighleopards.com > more > rentals**. Additionally, if you have recurring or multiple dates, please email that information to skip.lowe@slcschools.org. If there are conflicting requests by multiple groups, a scheduling meeting will take place during the window indicated. Information on the meeting date and time as well as blocked out times for school use will be posted at the same website approximately two weeks prior the meeting. If there are no conflicting requests within one week of the meeting, it will be canceled and you will be contacted about finalizing your request.

RENTAL SEASONS / Rental request meeting

- Spring Rentals (MAR-MAY) / Meeting: early JAN
- Summer Rentals (JUNE-AUG) / Meeting: early MAR
- Fall Rentals (SEPT-NOV) / Meeting: AUG (tbd)
- Winter Rentals (DEC-FEB) / Meeting: early SEPT

Attempts will be made to accommodate all rental requests. Conflicting requests will be decided based on the following criteria:

1. Groups/teams with more than 75% of participants currently enrolled in SLCS schools
2. Games will take priority over practices
3. Rental coordinator will make final decisions

All requests after the scheduling meeting will be considered in the order they are received.

Rentals may be canceled or rescheduled due to changing school needs. If this occurs, effected groups will be notified as early as possible.

Contact the Athletic Director/Rental Coordinator with any rental questions.