

HUMBOLDT FACILITIES REQUESTER INSTRUCTIONS

Humboldt Community School District allows local groups, travel teams and other organizations to use their gym facilities for practice.

In order to use a Alpha gym or a school facility, you need to register as a “Facilities Requester” at the following website:

<https://fs-humboldt.rschooltoday.com/requester/new/signuprequestmain>

Rules:

- 1) Any school sanctioned activity takes priority over non-school activities. If a game or practice needs to be rescheduled or scheduled, non-school activities could be bumped.
- 2) ****Maximum length of time per session is 2 hours.***
 - a) ***Inseason groups - Limited to 2 practices/week and a maximum of 3 hours/week.***
 - b) ***Out-of-season groups - Limited to max of one 2 hour practice/week.***
- 3) No practice facility will be available before 6:30 PM when school sports are in-season.
- 4) No school facilities can be reserved after 6:00 PM on Wednesday.
- 5) No school facilities can be reserved on Sundays before 12:00 PM.
- 6) If you are using the school facility and charging admission or participation fees, you must obtain and sign a facility rental contract at Central Office (515-332-1330).
- 7) You can only reserve a facility up to 60 days in advance.

****Change to 2) this year for 2022-23— Due to the temporary loss of the old MPR building, we will start with allowing only 1 practice per travel/aaU team per week due to the volume of requests.***

***All reservations must be approved by the Activities Director.
You will be informed of your reservation confirmation via email.**