



# Santa Clara Unified School District

## USE OF FACILITIES SUBMITTAL DUE DATES

**Priority group 1** (*school activities, parent/teacher groups, school site council, school advisory and professional development*) shall enter all after hours events, sports, assemblies, and large gatherings into Facilitron according to the submittal due date in the table below. After the submittal due date, the calendar will be open for priority group 2 – 4 (*outside organizations, groups, or individuals*) to request use of available facilities. As additional events or meeting are scheduled throughout the year, enter them into Facilitron.

Priority Group	Date Range	Submittal Due Date
<b>Fall/Winter Requests</b>		
1	August 2019 – February 2020	May 14, 2019
<b>Spring/ Summer Requests</b>		
1	March 2020 – July 2020	December 14, 2019
Applications for facilities shall be submitted each year after the calendar release date		
Priority Group	Date Range	Calendar Release
<b>Fall/Winter Requests</b>		
2 - 4	August 2019 – February 2020	May 15, 2019
<b>Spring/ Summer Requests</b>		
2 - 4	March 2020 – July 2020	December 15, 2019

### Priority Groups

A system of priorities is established to prevent conflicts between groups wishing to use the same District facility at the same time. The Superintendent or his/ her designee shall make the final determination of use according to this system of priorities.

The following groups’ priorities are ranked below, in descending order of how priority will be given:

1. School/District Use: School activities, parent/teacher groups, school site council, school advisory, and Professional Development
2. Local youth groups and organizations with at least 80%\* of participants attending SCUSD schools and may include: Scouts, After-School programs, and sports
3. Local youth groups and organizations with less than 80% of participants attending SCUSD schools and may include: Scouts, After-School programs, and sports
4. Adult groups, mixed age groups or organizations and may include: sports, religious organizations, private events, civic associations, and charitable organization

Please contact Chanton Herrera at [cherrera@scusd.net](mailto:cherrera@scusd.net) for questions