**Girard Youth Scheduling Procedures**

* All scheduling requests must be made through the Girard Youth Activities page at <http://www.girardyouth.org>

Click on “**GYA Facility Scheduling**” – for Activity Centers (courts, cages, throwing area) & Red Wutke Ball Fields scheduling

* + No text or phone call requests will be approved.
* All travel teams will be required to submit a roster prior to scheduling. All teams that are using the USD #248 facilities MUST BE made up of students enrolled at Girard, 5 or more per team. Email roster to [girardyouthscheduling@gmail.com](mailto:girardyouthscheduling@gmail.com)
* Once a Roster is submitted and verified by the school district you can request facility use.
* Practices are restricted to a maximum length of 1 hour (Activity Center) and 1.5 hours (Fields)
* Teams will NOT be allowed to book more than one time during the weekday.  Requests scheduled for more than one hour for the Activity Center will be adjusted down to one hour. Field request schedule for more than 1.5 hours will be adjusted down to 1.5. T-ball practices will remain at 1 hour with availability of field use (not always guaranteed)

Weekends – teams can practice once during the week and schedule for weekends if available.

* Rec team practice scheduling can start on the 20th of the month before, example; scheduling times for the month of March can be requested beginning on the 20th of the February. Travel team practice scheduling can start on the 25th of the month.
* To utilize the throwing area, you are required to have 5 or more participates, individuals will not be allowed to schedule the throwing area, they can schedule a batting cage.
* This scheduling procedure is in effect for the Activity Center as well as the Red Wutke ball park.