1. **Purpose**

*Description of Process:*

The purpose of this memorandum is to establish the new guidelines for use of middle school fields following the upgrades resulting from the 2016 Bond.

*Relevant Background Information:*

With the passage of the 2016 Bond, Middle School fields will be improved to include turf field, synthetic track and lighting. The improvements will change the use and availability of the facilities from the current practice that has fields closed between November and March due to the rainy season.

2. **Scope**—*Intended audience and /or activities where the SOP may be relevant:*

Intended audiences include: central office administration, school administrators and SSD Athletics Department.

3. **Prerequisites**—*Information required before proceeding with the listed procedure (worksheets, documents, IFAS reports, etc.):*

*After the 2016 Bond-supported remodel of MS fields:*

Year-round use:
- Fall: 7 days/week
- Winter: 7 days/week (turf field/track only)
- Spring: 7 days/week
- Summer: 7 days/week
4. **Responsibilities**—Personnel that have a primary role in the SOP and description of how their responsibilities relate to this SOP, including contact information:

Building staff, Athletics staff and Central Office staff responsible for booking reservations shall use the EMS system to ensure use of facilities follows the guidelines outlined here in this SOP.

5. **Procedure**—Steps required to perform this procedure (who, what, when, where, why, how), including a process flowchart:

   **Lighted events:**
   - 7 days/week (Sunday- Saturday): Lighted events up to 8:00 p.m.

   **Walking path lighting:**
   - 7 days/week (Sunday - Saturday): Lighted walking path lights up to 9 p.m.

   **Middle School Facility/Field Rentals:**
   - Weekdays: Use starts 15 minutes after completion of middle school sports/clubs
     - MS sports typically finished by 5 p.m.
     - MS double-header sports typically finished by 6 p.m.
   - Saturday/Sunday: hours of rental shall not overlap church rental(s)

   **Restrictions to Facility Rental:**
   1. Number of groups concurrently using adjacent facilities
      a. Limit to 3 groups using adjacent facilities concurrently
      b. Booking of teams will allow 15 minutes between use to avoid overlap
      c. When booking groups greater than 150, no other users will be allowed to make reservations

6. **References**—Resources that may be useful when performing the procedure (Admin policies, Municipal Code, government standards, other SOPs, etc.):

   Facility Rental Process:

7. **Definitions**—Identification and definitions of frequently used terms or acronyms, including any additional and/or relevant information needed to understand this SOP:

   N/A