

Scheduling Policy

In the event an adult or youth recreation program or group is not a member of the Sauk Prairie Community Recreation Department, but would like to use and schedule sites/events in the Sauk Prairie area, it is necessary to use the SPCRD for this purpose. The following will occur with regards to scheduling sites/events or any other details that may involve the SPCRD:

A) Communications

- 1) Publication on the SPCRD website or through brochures/handouts will be permitted, with contact information (phone, email, etc) directed to the outside program or group appointed person.

B) Scheduling

- 1) The Sauk Prairie School District will have first priority with regards to scheduling of common school ground sites used by the SPCRD.
- 2) SPCRD member Adult, Youth programs, and In Season Affiliated Recreation groups, programs will have next priority with regards to scheduling of school district ground sites and/or public sites.
- 3) SPCRD Affiliated groups that are out of their scheduled season, or groups not members* of the SPCRD will have lower priority with regards to scheduling of SP School District ground sites and/or public sites.

*Based on a first come first serve basis amongst nonmember programs or groups. Sauk Prairie Community

C) "Bumping" or Scheduling Changes

- 1) A SP School District or a SPCRD member program will reserve the right, if so necessary, to "bump" nonmember programs or groups from a scheduled event, excluding such events as a contest or game with another community.
- 2) The SPCRD will attempt to communicate in a timely fashion, regarding "bumping" of a nonmember program, but cannot guarantee well in advance notice of changes.

SP Recreation Department Policy (Approved by the Recreation Commission Board in January 2013)

