



“Creating Community Through People, Parks and Programs”

School Gym/Field Reservation Process

This “one-sheet” is intended to serve a simplified version of the process for reserving gyms and fields at the Colchester Schools, based on the full Board of Education policy.

1. All requests are submitted to the Parks & Recreation Department (PRD). League seasonal use accomplishes this through the seasonal sports scheduling meeting; leagues must establish one person responsible for scheduling and communication.
2. PRD registers the request into the Safari scheduling software, and notifies the appropriate school facility coordinator (SFC) (see below).
3. The SFC will follow up with the requestor to let them know of approval/denial/changes to the request, as well as to obtain required fees for rentals and/or custodial overtime as appropriate and any outstanding forms or requirements.
4. At this time, the SFC will issue a pending Reservation Request to the requestor. This will confirm the facilities/times being held, as well as any outstanding requirements.
5. Once the SFC has obtained all necessary items and payments, the request will be converted to an official Permit, which will be issued to the requestor.
6. Once a request has been forwarded to the SFC, all communication about the request should be between the requestor and the SFC, including changes and cancellations.

No changes may be made to a request less than three (3) weeks in advance. At that point, the requestor is responsible for any and all fees associated with the request.

Should a change/cancellation occur prior to the three-week cut-off, leagues should inform the SFC, the PRD, and the other leagues. The other leagues can be reached by sending an email to: sports@colchesterct.info.

School Facility Coordinators (SFC):

Bacon Academy: Dep Dapkus – 537-2378 – ddapk78@colchesterct.org

William J. Johnston Middle School: Sandy Miller – 537-2313 – smiller@colchesterct.org

Jack Jackter Intermediate School: Donna Bibisi – 537-9421 – dbibisi@colchesterct.org

Colchester Elementary School: Michele Morgan – 537-0717 – mmorgan@colchesterct.org

Questions can be directed to:

Colchester Parks & Recreation: Chris Woodside – 537-7297 – cwoodside@colchesterct.gov

Colchester Public Schools: Greg Plunkett – 537-2296 – gplunkett@colchesterct.org

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