

## Request of Modification Process

**Step 1:** A team or group would like to request a modification to any portion of the district's grounds or building facilities; including, painting, moving items, adding items, removal of trees or disruption of landscaping of any kind, etc... **\*\*Please do not modify buildings or property in any way, without approval.** We thank you for your cooperation.

**Step 2:** The group determines a point person to communicate with the district.

**Step 3:** The point person completes that [Building and Grounds Modification Request](#) and submits it to the Athletic Director (or building principal if not athletics related).

**Step 4:** The Athletic Director/Principal reviews the completed request form and requests any additional information/follow up that is necessary in order to make a recommendation.

**Step 5:** When the Athletic Director/Principal has all follow up requests (if any) the Athletic Director/Principal makes a recommendation to approve or not to approve the request.

**Step 6:** The Athletic Director/Principal submits the request to the Director of Maintenance for review.

**Step 7:** The Director of Maintenance/Building And Grounds Committee reviews the request and determines if any additional information/follow-up is needed. If follow-up is needed, the request for the follow-up is made Once the Director of Maintenance and Building and Grounds Committee has the required information, the Director makes a recommendation to approve or not approve the request.

**Step 8:** The Director of Maintenance submits the request to the Superintendent.

**Step 9:** The Superintendent reviews the request with the Board if a permanent modification is requested. The Board will either approve or deny the request. If not permanent modification is requested, the Superintendent can approve once the Building and Grounds Committee approves.

**Step 10:** The Superintendent communicates the approval/non-approval with the Athletic Director/Principal

**Step 11:** The Athletic Director/Principal communicates the final decision with the point person who submitted the modification request.

## Building and Grounds Request

This form must be completed and submitted to the Athletic Office or Building Administrator at least 2 months prior to the date of intended modification. Modifications cannot be made without the approval of the Superintendent.

Date: \_\_\_\_\_

Name of person submitting the request: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization/sport modification request is being made on behalf of?	Where is the modification requested?	Will the modification be permanent? If not, when will it be reverted to its original state?	Who will do the install/modification?
What are the qualifications of the installers?	Cost of the modification	Who will pay for the modification?	Is the cost of installation included, if not, who will pay for it?
	\$		

Describe the requested modification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is the requested timeline for the modification to be made/installed?

What is the anticipated long term maintenance (ex. Painting, gardening, etc.)? Who will provide this maintenance?

\_\_\_\_\_

**Administrative Use:**

Athletic Director/Principal Review	Building and Grounds Review	Superintendent Review
<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Not recommended for approval <input type="checkbox"/> Follow up requested - see below	<input type="checkbox"/> Recommended for approval <input type="checkbox"/> Not recommended for approval <input type="checkbox"/> Follow up requested - see below	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Follow up requested - see back page  *See back page for details

Follow up requested:

---

---

---

---

---

---

---

---

---

---

Date modification can begin (if approved) \_\_\_\_\_