## Griffon Student Field Policy

The Griffon Student Field (formally known as the Band Practice Field) is located behind Leaverton Hall. This field was purposed by SGA to be used by the Griffon's Marching Band, Recreation Services, and MWSU Students, Faculty and Staff. Priority scheduling for use of the field will be as follows:

## **Fall Semester**

- 1. Griffon Marching Band Submit Reservations 2 weeks prior to classes starting
- 2. Recreation Services Submit Reservation between 2 weeks prior and 1st day of classes
- 3. Student Government Association Submit Reservations within the first 2 weeks of classes
- 4. <u>Reservations</u> After first 2 weeks of class reservations are open to any MWSU Student, Staff, Faculty, RSO, or Department
- 5. Open Field When field is not in use by any of the above any MWSU Student, Staff, Faculty, RSO, or Department may use the field. If the field is being used prior to a reserved time, once the start of the reserved time comes, people without the reservations shall exit the field.

## **Spring Semester**

- 1. Griffon Marching Band Does not require use of the field
- 2. Recreation Services Submit Reservation between 2 weeks prior and 1st day of classes
- 3. Student Government Association Submit Reservations within the first 2 weeks of classes
- 4. <u>Reservations</u> After first 2 weeks of class reservations are open to any MWSU Student, Staff, Faculty, RSO, or Department
- 5. Open Field When field is not in use by any of the above any MWSU Student, Staff, Faculty, RSO, or Department may use the field. If the field is being used prior to a reserved time, once the start of the reserved time comes, people without the reservations shall exit the field.

<u>To make reservations</u>: All reservations must be submitted through scheduling and/or entered into 25Live. Scheduling will forward all request to the Administrative Coordinator for SGA for approval prior to the confirmation of the reservation. Contact Scheduling Services at 816-271-4210 for assistance in submitting your reservation.