

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: F 1.0  
Procedure Title: Athletic Competition Scheduling  
Relevant Board Policy:  
Originating Unit: Natatorium/Gymnasium  
Maintenance Unit: Vice President of College Services

- I. Purpose: This procedure describes the method by which Athletic Events are scheduled at the Palo Alto College Natatorium & Gymnasium.
  
- II. Procedure Statement:
  - A. Palo Alto College Natatorium and/or Athletic Fields may be reserved by academic, administrative departments, or City of San Antonio (COSA) organizations through the Natatorium Office. Off-campus Organizations must contract for use of the Natatorium through a Facility Use Agreement (FUA).
  
  - B. Palo Alto College Gymnasium may be reserved by academic, administrative departments, organizations through the Natatorium Office. Off-campus Organizations must contract for use of the Gymnasium through an FUA.
  
  - C. All requirements delineated in the FUA must be complied with before use of the facility is approved.

Issued: August 11, 2000

Approved: (signed: Enrique Solis)  
President

Revised: December 14, 2010

Natatorium Staff