

SPS Elementary Schools

- Contact Kacie Hurtado at khurtado@spokanecity.org
- You can send a request for a specific field/park, or ask what is available
- At the time of submitting your request, you will need to send your COI (certificate of insurance)
- Once the COI has been approved, a permit will be issued and sent to you (this will also include the balance due for field use)

SPS Middle and High Schools

- Create an account at <https://www.facilitron.com/>
- Search location and field type
- Once you find your desired field, click on the calendar to reserve days and times
- Complete application
- COI must be submitted at time of application
- An email will be sent to you via Facilitron once the reservation has been approved