Facility Use and Rental Procedures
for
Olympia School District’s
Ingersoll Stadium

*******First Draft*******
October 17, 2003

District Policy
At this time, no revisions to District Policy No. 6240, Community Relations, Facility Use and Rental Policy (pages 1-7) are proposed. Clauses in the policy pertaining to Ingersoll Stadium can be found Under Paragraph VI. Categories of Use, Subparagraph 5 entitled “Ingersoll Stadium”, and general use requirements found under Paragraph VII. General Conditions.

District Procedure
The District administration is proposing a new procedure entitled “Facility Use and Rental Procedures for Ingersoll Stadium. This procedure is intended to supplement the District’s policy pertaining to facility use and rental and pertain specifically to the stadium facility.

Both documents have been provided for the purpose of public review and comment prior to three events:
• Neighborhood meeting at Pioneer Elementary School, Thursday, October 23, at 7:00pm in the school library. District representatives, including the design architects, will present the scope of the project and take public comment about the project and the new proposed stadium procedures.
• School Board meeting, Monday, November 10th, at the Knox Administrative Center, at 7:00pm. The new stadium procedures will be presented to the school board at this meeting for board questions and comments. Public comment will be allowed under this agenda item.
• School Board meeting, Monday, November 24th, at McLane Elementary School, at 7:00pm. Follow-up to the school board with any revisions to the proposed procedures. Public comment will be allowed under this agenda item.

Questions or comments? Contact Director of Facilities and Operations Bob Wolpert at 596-8560 or email: bwolpert@osd.wednet.edu
APPLICATION PROCEDURE

Facility Use and Rental Procedures
For Ingersoll Stadium

Application Procedure
1. The applicant is encouraged to contact the District’s Facilities and Operations Office at the Knox Administrative Center to check the availability of the facility.

2. Following the receipt of a signed application, the applicant is encouraged to contact the Athletic Director at Olympia High School to verify that the event has been posted on the school use calendar.

3. The user group shall designate one person as the point of contact for all issues involving the use of the facility. Information provided shall include name, address, daytime and evening phone number.

4. All other procedures pertaining to application and billing procedures shall be as stated in “Procedure 4260(A), Facility Use and Rental Procedures.”

Conditions for Use - General
1. All “Rules and Regulations” contained in “Procedure 4260(A), Facility Use and Rental Procedures” are adopted as part of this procedure unless specifically noted otherwise. Additional conditions contained herein are intended to modify or supplement those contained in Procedure 4260(A).

2. A district groundskeeper or other authorized District employee must be in the facility when the stadium is in use by any non-district group. The groundskeeper shall remain in the facility during the entire event and will be responsible for the cleaning and securing the facility after its use. Keys to will not be issued to any non-district individual or group.

3. Per RCW 28A.210.310, the use of tobacco products is prohibited on school district property. Per RCW 63.44.270, possession of weapons, alcoholic beverages and other controlled substances is not permitted on school property.

4. Only that part of the facility specifically mentioned in the permit is to be used. Use of school locker rooms, team meeting rooms, storage rooms, official dressing rooms, and other facilities will only be permitted if specifically identified on the application. The concessions area is available only to the district’s contracted concessionaire. Restrooms will be opened by the groundskeeper for any group that exceeds a capacity of fifty (50) and is in the facility for longer than two hours.
Conditions for Use – General (Continued)

5. School equipment (hurdles, high jump, pole vault, platforms, clocks, pads, etc) cannot be used by non-district groups unless specifically approved by the District’s Director of Facilities and Operations (Director) and the Olympia High School Athletic Director. The District must be satisfied that a competent operator is in charge of the equipment during use. An appropriate rental fee may be assessed as determined by the Director.

6. Events exceeding on-site parking capacity (including allowance for any joint-use agreements in place) will not be scheduled concurrently with events in the main gymnasium or the school’s performing arts facility.

7. There shall be no pyrotechnic or other visual displays that are distracting to the surrounding neighborhood used in the facility, or in conjunction with stadium activities. Air horns, cowbells, sirens, and similar noisemakers shall be prohibited. Electronic amplification of music in the facility, or in conjunction with stadium activities is also prohibited unless specifically noted under “Lighting and Sound Systems” below.

8. User groups are to exit the facility within 30 minutes following the conclusion of the scheduled event.

9. It is the responsibility of the user group to comply with occupancy limits. Maximum seating capacity for the facility is 3000. No use will be approved when the projected attendance will exceed this capacity.

10. The District has contracted with a concessionaire to operate the concessions area. All on site sales of food and beverages will be coordinated with the contracted concessionaire. Independent on site sales of food and beverages must be specifically approved by the concessionaire and the District.

Lighting and Sound Systems

1. The use of the stadium field lights or the sound system will require the presence of a District groundskeeper.

2. The field lights shall only be turned off and on by a District groundskeeper or electrician.

3. Immediately following the conclusion of an evening event, and as occupants exit the facility, the west side field lights shall be turned off. The east side field lights and grandstand lighting shall remain on until all occupants have exited the facility and the facility is secure. At that time the east field lights and the grandstand lighting system shall be turned off.

4. The sound system shall only be used to directly support the scheduled event.

5. **The use of the sound system shall be limited to public address announcements and event-related announcements only.** The system shall not be used to amplify music unless it is in support of student performances (school drill teams, flag corps, cheerleading routine) intended for an audience.
6.

Field and Track
1. Only shoes and cleats approved by the District shall be used on the turf.
2. Uses not consistent with the performance and durability of an artificial turf surface shall be prohibited.
3. No food or glass container beverages will be allowed on the playing surfaces.
4. Only coaches, players, and approved officials are allowed on the turf surface.

Hours of Operation
District Use
The facility shall be available to District schools for physical education, extra-curricular activities and special assembly uses.
The facility shall be available for District use during the following hours:
Monday through Friday: 8:00am to 10:00pm
Saturday: 9:00am to 10:00pm
Sunday: not available

There will be no use of the facility on recognized District holidays (New Year’s, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Veteran’s Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Eve Day, Christmas Day).

Non-District Use
The facility shall be available to non-district user groups during the following hours:
Monday through Friday: 5:00pm to 9:00pm
Saturday: 9:00am to 9:00pm
Sunday: 12:00 (noon) to 6:00pm

There will be no use of the facility on recognized District holidays (see above). During school breaks and non-school days the facility may be available beginning at 9:00am, Monday through Friday.

There will be no concurrent use of the stadium by non-district groups and the operation of Olympia High School.
Supervision
The user organization shall be responsible for all of the participants, spectators, and affiliated personnel with their use. Crowd and traffic control is the responsibility of the user organization. Adequate personnel must be provided to conduct the planned activity safely and in the best interest of school property. Minimum crowd control requirements are:

<table>
<thead>
<tr>
<th>Crowd Supervisors</th>
<th>250 to 500</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500 to 1000</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>1000 to 2000</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2000 to 3000</td>
<td>8</td>
</tr>
</tbody>
</table>

Supervisory personnel shall wear garments supplied by the District identifying them as supervisory personnel. Supervisory personnel will have the authority to require audience or participates to cease behaviors not conforming to District policies and these procedures, including requiring participants to leave the facility for repeated failures to observe the rules and conditions for use.

The user group whose anticipated capacity exceeds 1000 people, must submit a crowd control plan, listing the people assigned as supervisors, along with the application for facility use. The user group shall designate one individual as responsible for the site enforcement of the crowd control plan. Minimum information shall include name, address, daytime and evening phone numbers. The plan must be accepted by the Director prior to the approval of the requested use.

The user organization may contract with the District for the necessary personnel to supervise the event. District employees will be paid by the District and the user group will be billed accordingly.

The user group shall also be responsible for expenses related to additional security, police, and fire protection, if necessary.

Conduct and Compliance
1. Misconduct, profane and improper language, possession or use of intoxicating beverages, and/or controlled substances, the carrying of weapons, or other violations of the district policy or regulations will be sufficient cause for the denials and/or termination of the use permit.
2. Failure to comply with District policy and these procedures may result in termination or the suspension of future use of the facility for a period of time as determined by the Director. Determination by the Director regarding the suspension or termination of use shall be final.
Insurance Requirements

1. All facility use applicants shall hold the District harmless from any loss or damage, liability or expense that may arise during or be caused by in any way by such use of occupancy. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by the Director. A bill for damages shall be presented to the group occupying the facility during the time the loss or damage was sustained.

2. Insurance is required for all non-district user groups. The District has no responsibility to provide liability insurance for injuries to person(s) or property arising from the acts or omission of the applicant organizations, its agents, employees, members, invitees or subcontractors. The District requires that the applicant organization provide such liability insurance. A certificate of insurance is required naming the District as “additional insured.” The applicant organization shall provide to the District a certificate of insurance with minimum limits of $500,000 for general liability before use of the facility is approved.

Facility Use Fees

1. The Director shall determine a fee schedule applicable for the use of the facility. The fee schedule shall be evaluated on an annual basis.

2. If the grandstand and support areas need to be cleaned after the rental group leaves, the group will be charged for the cost of cleaning by District groundskeepers. For evening events, cleaning may take place the day after the event occurs depending on the schedule for the next scheduled use.

3. The schedule of rates are minimum charges based on a “per occurrence” basis, not exceeding four (4) hours in duration. At the discretion of the Director, hourly rates, consistent with the rate schedule, may be applied to the use of the team rooms, school locker rooms, and official’s dressing rooms. Rental cost for the use of the facility does not include personnel costs. Personnel costs may include groundskeeping, custodial services, and district-provided supervisory personnel.

4. If groundskeeping services are required on weekends or holidays, a minimum of four (4) hours is required at an overtime premium rate. If groundskeeping services are required on a weekday past 5:00pm during school breaks (summer, winter, mid-winter, and spring) an hourly overtime premium will be required.