

# APPLICATION FOR USE OF INGERSOLL STADIUM

## Olympia School District No. 111

Facilities and Operations Office, Room 300

1113 Legion Way SE, Olympia, Washington 98501

Website: [http://osd.wednet.edu/about\\_us/facilities\\_use\\_\\_rentals/facilities\\_use\\_\\_rentals](http://osd.wednet.edu/about_us/facilities_use__rentals/facilities_use__rentals)

Phone: (360) 596-8560

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**Do not write in shaded areas**

**Invoice will be mailed after facility use**

|  |   |  |                                    |
|--|---|--|------------------------------------|
| NAME OF ORGANIZATION   |   | DATE   |                                    |
| NAME OF APPLICANT  |   | TITLE  |                                    |
| ADDRESS OF APPLICANT<br>Street: _____<br>City _____ State _____ ZIP _____  |   | DAY PHONE (____) ____-____   | _____                              |
|  |   | EVENING PHONE (____) ____-____   | _____                              |
|  |   | CELL PHONE (____) ____-____  | _____                              |
| DATES REQUESTED<br>Month _____ Date(s) _____<br>Month _____ Date(s) _____<br>Month _____ Date(s) _____   |   | TIMES REQUESTED (Participants on site to all participants have left)<br>Time From _____ AM / PM. To _____ AM / PM.<br>Time From _____ AM / PM. To _____ AM / PM.<br>Time From _____ AM / PM. To _____ AM / PM  |                                    |
| DESCRIPTION OF ACTIVITY _____<br>_____<br>_____  |   | EVENT PARTICIPATION<br>Number of participants on field / track _____<br>Number of spectators anticipated _____<br>Open to the general public? Yes _____ No _____<br>Admission charge? Yes _____ No _____       |                                    |
| SPECIAL INSTRUCTIONS _____<br>_____<br>_____   |   |  |                                    |
| TYPE OF ORGANIZATION ( <b>Check One</b> )<br><input type="checkbox"/> School District Activity<br><input type="checkbox"/> Thurston County Youth Football<br><input type="checkbox"/> YMCA Event<br><input type="checkbox"/> City Parks, Arts & Recreation Event<br><input type="checkbox"/> Sports Clinic<br><input type="checkbox"/> Youth Soccer<br><input type="checkbox"/> Other (Please specify) _____<br>_____<br>_____   | Type of Use<br><input type="checkbox"/> Practice Session (Turf Field/Track, Restrooms, Custodial*)<br><input type="checkbox"/> Modified Game Session (Turf field/track, restrooms, grandstands, custodial*)<br><input type="checkbox"/> Full Game Session (Turf field/track, restrooms, grandstands, pressbox, scoring system, custodial*)<br><input type="checkbox"/> Field Lights<br><input type="checkbox"/> Team rooms.<br><input type="checkbox"/> Officials' dressing rooms<br><br><input type="checkbox"/> Equipment ( <i>please specify</i> ) _____<br>_____<br>_____ | RENTAL FEES<br>Level 1                      Level II   |                                    |
|  |   | \$50 per hour  | \$60 per hour                      |
|  |   | \$60 per hour  | \$75 per hour                      |
|  |   | \$70 per hour  | \$85 per hour                      |
|  |   | \$35 per hour  | \$37 per hour                      |
|  |   | \$10 per GAME*   | \$15 per GAME*                     |
|  |   | \$5 per GAME*  | \$10 per GAME*                     |
|  |   | *Multi-game events billed per game   | *Multi-game events billed per game |
| <b>NOTE:</b> Youth organizations that do not have at least 75% of participants residing within Olympia School District will be charged Level II rates.   |   | <b>EQUIPMENT FEES TO BE DETERMINED</b><br>\$ _____   |                                    |
| It is agreed that this application is made subject to District Policy 4260 and Procedure 4260P(C) for the use of school facilities. The undersigned agrees that OSD rules and regulations shall be strictly observed and accepts the entire responsibility for their enforcement. I hereby certify, on behalf of my organization, that I shall be personally and severally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment growing out of occupancy of said premises by our organization. We agree to abide by and enforce the rules and regulations of the Olympia School District governing the non-school use of buildings, grounds, and equipment as printed on the reverse side of this form. We hereby agree to hold Olympia School District harmless for any claims arising on the premises at the time of our occupancy of same or arising out of the event held by us. We further agree that the organization will not discriminate against any person on the basis of sex in the operation, conduct or administration of athletic programs for youth or adults. |   |  |                                    |
| SIGNATURE OF APPLICANT   |   | RENTAL FEE \$ _____ SECURITY FEE: \$ _____   |                                    |
| APPROVAL OF STADIUM ADMINISTRATOR  |   | * Additional costs (\$11 per hour) for custodial/grounds personnel will be charged when the stadium is requested for weekends, holidays. A minimum 4-hour charge will be assessed for weekend and holiday use. |                                    |
| SIGNATURE OF ASSISTANT SUPERINTENDENT OR DESIGNEE  |   |  |                                    |
|  |   | Supervision Plan Required? Yes _____ No _____<br>Parking Plan Required? Yes _____ No _____   |                                    |

**Level I** (Recovery Costs) - Use by local non-profit and public service organizations. Local use includes those groups that serve the local community and have 75% of their members/participants residing in the District.

**Level II** (Modified Commercial Rate) - Use by non-local, non-profit and public service organizations. Non-local use includes those groups which do not serve the local community directly or do not have 75% of their members/participants residing in the District.

### Communications

1. The District Athletic Director ("Athletic Director") shall serve as the "point of contact" for issues related to the enforcement of these procedures.
2. The District Athletic Director shall be responsible for maintaining the stadium events calendar.
3. The District shall maintain a master schedule for the stadium which shall be posted on the District's website. Approved uses will be added to the calendar within five (5) working days of approval.

### Application Procedure

1. As stated above, the District Athletic Director is responsible for maintaining the stadium event calendar. Applicants are to contact the Athletic Director to schedule events. The applicant must also contact the District's Capital Planning Office at the Knox Administrative Center to obtain a Facility Use Application.
2. Following the receipt of a signed, approved application, the applicant will contact the Athletic Director to verify that the event has been posted correctly on the stadium event calendar.
3. The user group must designate, in writing, one person as the "point of contact" for all issues involving the use of the facility. The minimum information provided must include name, mailing address, and daytime and evening phone numbers.
4. All other procedures pertaining to application and billing procedures will 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 present at the stadium when the facility is in use by a non-district group. The groundskeeper will remain at the facility during the entire event and will be responsible for ensuring compliance with District policies and procedures, and for the cleaning and securing of the facility after its use. Door or gate keys will not be issued to any non-district individual or group.
3. Non-District user groups are limited to high school football and soccer playoff games involving teams from other school districts needing to play at a neutral site, local community-based youth sports programs, and the youth track and field events conducted by the City of Olympia, Parks, Arts & Recreation Department.
4. 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 prohibited on school district property. School property includes any land owned by the school district. School property in the vicinity of the stadium includes areas outside of the stadium fencing, parking lots, walkways, and adjoining fields.
5. Only that part of the facility specifically mentioned in the permit is to be used. Use of team meeting rooms, storage rooms, official dressing rooms, press box, and other facilities and systems will only be permitted if specifically identified on the application and approved by the District. The concessions area is available only to the District's contracted concessionaire. Sale of food and/or beverages by persons or groups other than the District's contracted concessionaire will only be done with prior approval from the Athletic Director. Restrooms will be available for all scheduled, approved uses.
6. School equipment (hurdles, high jump gear, pole vault gear, platforms, clocks, pads, etc) cannot be used by non-district groups unless specifically approved by the Director in consultation with the school owning the equipment. The District must be satisfied that a competent operator is in charge of the equipment during use. An appropriate rental fee will be assessed as determined by the Director.
7. 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.
8. No pyrotechnic or other visual displays that are distracting to the surrounding neighborhood may be used in the facility, or in conjunction with stadium activities. Air horns, cowbells, sirens and similar noisemakers are prohibited; appropriate signs will be placed at the entrance. 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.
9. User groups must exit the facility within 30 minutes following the conclusion of the scheduled event.
10. 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.
11. Pets and animals are strictly prohibited from the stadium facility, except licensed service animals.
12. Non-district users will not decorate or alter the facility without prior approval by the Athletic Director.

### Lighting & Sound Systems

1. The use of the stadium field lights and/or the sound system by non-district users requires the presence of a District groundskeeper.
2. The field lights shall only be turned off and on by designated District staff. The use of the "Zone 2" lighting system (side lighting) is limited to high school Varsity football and soccer games.
3. The District will post and distribute procedures for use of the sound and lighting systems.
4. The sound system can only be used to directly support school district events and football and soccer layoff games. With the exception of youth track meets conducted by the City of Olympia, Parks Arts & Recreation Department, the sound system may not be used by non-district user groups. The use of the sound system at the above-mentioned events shall be limited to public address and event-related announcements only. The system shall not be used to amplify music unless it is in support of school district performances (e.g., school drill teams, flag corps, cheerleading routine, "Star Spangled Banner").
5. Non-district user groups may not use a secondary or portable sound system at any time.

### Field and Track

1. Only shoes and cleats approved by the District may be used on the turf.
2. Uses not consistent with the performance and durability of the turf or track surface are prohibited.
3. No food, gum, seeds, shells, sports drinks, or glass containers are allowed on the playing surfaces. Only bottled water in plastic containers is acceptable.
4. Only coaches, players, and event officials are allowed on the turf and/or track surface.
5. Parking or any use of a vehicle inside the fenced area of the stadium is prohibited.