

**INGERSOLL STADIUM - FACILITY USE AND RENTAL**

**COMMUNICATIONS**

The District Athletic Director (“Athletic Director”) serves as the “point of contact” for enforcement of these procedures and is responsible for maintaining the stadium events calendar. The stadium calendar is available online via the District website. Inquiries regarding information, scheduling and concerns will be directed to the Athletic Director. Concerns regarding Ingersoll Stadium operations and/or management should be addressed to the Athletic Director per OSD Policy 4260, Section VI.5 (d).

A citizen expressing a complaint or concern regarding the operation and/or management of Ingersoll Stadium should refer to the following procedure.

- a) Contact the District Athletic Director, either verbally or in writing, to express the specific concern and asking for a response.
- b) A written response will be provided to the complainant within ten (10) working days from receipt of the complaint or concern.
- c) If the matter remains unresolved, the citizen may refer the issue to the Board of Directors by completing the “Citizen’s Complaint Form” as found in OSD Procedure 4220P, and sending it to the Superintendent for Board consideration. This form may also be obtained from the Superintendent’s Office.
- d) A written response will be provided to the complainant within ten (10) working days after Board consideration.
- e) Deliberation by the District and/or Board regarding personnel concerns will be conducted in a manner providing safeguards of the employee’s right to due process and confidentially.

**APPLICATION PROCEDURE**

- 1) As stated above, the 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 Facilities\_office at the Knox Administrative Center to obtain a Facility Use Application; also available on the District website.
- 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 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).

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- 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) 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.
- 4) Only that part of the facility specifically mentioned in the permit is to be used. Use of team meeting rooms, storage rooms, officials' 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.
- 5) School equipment (hurdles, high-jump gear, pole vault pads, etc) cannot be used by non-district groups unless specifically approved by the Athletic 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 Athletic 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. The District shall not rent or make the Stadium available for non-District uses for which attendance exceeds total on-site parking available in the Stadium and High School parking lots. If the High School auditorium is in use at the same time as non-District use of the Stadium, the total attendance of the Stadium and auditorium uses cannot exceed total on-site parking available in the Stadium and High School parking lots.
- 7) 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.
- 8) User groups must 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) Pets and animals are strictly prohibited from the stadium facility, except licensed service animals.
- 11) Non-district users will not decorate or alter the facility without prior approval by the Athletic Director.

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**LIGHTING & SOUND SYSTEMS**

Definitions of terms:

- Lighting System:** "Zone 1" refers to the field lights and includes the center bank of lights on each light stand.  
"Zone 2" includes 3 outside lights on each light stand.
- Sound System:** "Field Speakers" are those speakers attached under the front edge of the stadium roof and are directed downwards towards the playing field.  
"Grandstand Speakers" are those attached inward of the front edge of the stadium roof and directed downwards towards the seating areas.

- 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 all soccer games. All other District and non-district events shall only use the "Zone 1" light banks.
- 3) Following the conclusion of an evening event, and as occupants exit the facility, the "Zone 1" lights (center of light bank) will be turned off. The "Zone 2" lights and grandstand lighting will remain on until all occupants have exited the facility and the facility is secure. At that time the "Zone 2" and the grandstand lighting system will be turned off. The field lights will be turned off consistent with the "Hours of Operation."
- 4) The District will post and distribute procedures for use of the sound and lighting systems.
- 5) The sound system can only be used to directly support events conducted/hosted by the school district, including football and soccer playoff 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 routines, "Star Spangled Banner"). District staff announcing contests will receive annual training in microphone operation and announcing protocol.
- 6) The use of a secondary or portable sound system is prohibited
- 7) Exception to items 5 and 6 above: The stadium sound system or a secondary/portable system may be used to amplify music for approximately 20 minutes during pre-game warm-up exercises immediately prior to high school varsity games. At no time may a secondary sound system be used to increase the decibel level above the maximum decibel level of the stadium sound system.

**FIELD AND TRACK**

- 1) Only shoes and cleats approved for use on turf and/or all-weather track\_surfaces may be used.
- 2) Uses not consistent with the performance and durability of the turf or track surface are prohibited.

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- 3) No food, gum, seeds, shells, sports drinks, or glass containers are allowed on the playing surfaces. If found after an event, a cleaning fee will be assessed. Only bottled water in containers is acceptable.
- 4) During games/matches, 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.

**HOURS OF OPERATION**

**1) DISTRICT USE**

The facility is available to District schools for physical education, extra-curricular activities and special assembly uses. It is available for District use during the following hours:

Monday through Friday:	8:00 am to 10:00 pm
Saturday:	9:00 am to 10:00 pm
Sunday:	not available

There will be no use of the facility on recognized District holidays of New Year’s Day, Martin Luther King, Jr., Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Christmas Eve Day and Christmas Day. There will be no use of the facility on Veterans Day, Thanksgiving Day and the day after Thanksgiving Day, except that Capital High School or Olympia High School may be granted limited use of the facility only when needed to practice for football or soccer playoff games. At no time will the sound system be used during these practices.

**2) NON-DISTRICT USE**

The facility is available to non-district user groups during the following hours:

Monday through Friday:	5:00 pm to 9:00 pm
Saturday:	9:00 am to 9:00 pm
Sunday:	12:00 (noon) to 6:00 pm.

(Game preparation, conducted by District staff, may take place 30 minutes prior to the times listed above. In no case will the scheduled event begin prior to the times noted above.)

There is to 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 9:00 am, Monday through Friday. There will be no concurrent use of the stadium by non-district groups and the operation of Olympia High School.

**SUPERVISION**

- 1) The user organization is responsible for all of the participants, spectators, and affiliated personnel connected with their use and will ensure their compliance with stipulations for use of the facility.
- 2) Crowd and traffic control is the responsibility of the user organization. Adequate supervisory personnel must be provided to conduct the planned activity safely and in the best interest of school property. Minimum crowd control requirements are:

<b>CROWD</b>	<b>SUPERVISORS</b>
250 to 500	2
500 to 1000	4
1000 to 2000	6
2000 to 3000	8

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- 3) Supervisory personnel will wear garments identifying them as such. Supervisory personnel will have the authority to require audience or participants to cease behaviors not conforming to District policies and these procedures, including requiring audience or participants to leave the facility for failure to observe the rules and conditions for use. If non-conforming behaviors continue, District staff has the authority to stop the event until such time as compliance is maintained. In the case of continued non-compliance, District staff has the authority to terminate the event and future events scheduled by the user group.
- 4) Non-district user groups whose anticipated single day capacity exceeding 1000 people must submit, with their application for facility use, a "Crowd/Traffic/Parking Control Plan," listing the people assigned as supervisors and their names and roles in "crowd control," and methods developed to control traffic patterns and parking. The user group must designate one individual as responsible for the site enforcement of the crowd/traffic/parking control plan. The plan must be reviewed and approved by the Athletic Director prior to the approval of the requested use. The approved plan will be posted on the District's website.
- 5) 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 will also be responsible for expenses related to additional security, police and fire protection, if necessary or required. Non-district user groups with anticipated capacity exceeding 2000 are required to have a minimum of one police officer present for the entire event and are responsible for any and all payments related to that service.

**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 District policy or regulations, will be sufficient cause for the denial and/or termination of the use permit.
- 2) Failure to comply with District policy and these procedures will result in termination or the suspension of future use of the facility for a period of time as determined by the Athletic Director. Determination by the Athletic Director regarding the suspension or termination of use will be final.

**INSURANCE REQUIREMENTS**

- 1) All facility use applicants will hold the District harmless from any loss or damage, liability or expense that may arise during, or in any way be caused by, such use or occupancy. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be determined by the District. A bill for damages will 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 \$1,000,000 for general liability, before use of the facility is approved.

**FACILITY USE FEES**

- 1) The District will determine a fee schedule applicable for the use of the facility. The fee schedule will be evaluated and may be modified 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 timing of the next scheduled use.
- 3) The "schedule of rates" will reflect hourly rates, consistent with the rate schedule, and will be applied to the use of the, field, track and field event areas, team rooms, officials' dressing rooms and event support systems. Rental cost for the use of the facility will include personnel costs. Personnel costs will include groundskeeping and custodial. Additional District-provided supervisory and/or management personnel costs will be applied when required.
- 4) If groundskeeping and/or custodial/maintenance services are required on weekends or holidays, a minimum of four (4) hours is required at an overtime premium rate. If services are required on a weekday past 5:00 pm during school breaks (summer, winter, mid-winter and spring), an hourly overtime premium will be required.



<i>PROCEDURE ESTABLISHED</i>	<i>January 2004</i>
<i>REVISED</i>	<i>May 2009</i>
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