

**POLICY SERIES 4000 – COMMUNITY RELATIONS**

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**CAPITAL HIGH SCHOOL TURF FIELD AND TRACK– FACILITY USE AND RENTAL****COMMUNICATION**

The District Athletic Director (“Athletic Director”) serves as the “point of contact” for all enforcement of these procedures and is responsible for maintaining the field event calendar. The field calendar for District and non-district use is available online via the District website. Inquiries and concerns, information, scheduling, operation, and management will be directed to the Athletic Director.

A citizen expressing a complaint or concern should refer to the following procedure.

- 1) Contact the District Athletic Director, either verbally or in writing, to express the specific concern and asking for a response.
- 2) A written response will be provided to the complainant within ten (10) school days from receipt of the complaint and return.
- 3) If the matter remains unresolved, the citizen may refer the issue to the Board of Directors by completing the “Citizen’s Complaint Form” found in the OSD Procedure 4220P, and sending it to the Superintendent for Board consideration. This form may also be obtained from the Superintendent’s office.
- 4) A written response will be provided to the complainant within ten (10) school days after Board consideration.

**APPLICATION PROCEDURE**

- 1) As stated above, the Athletic Director is responsible for maintaining the field event calendar. Applicants are to contact the Athletic Director to schedule events. The applicant must also obtain a Facilities Use Application; available on the District website or at the Knox Administrative Center, complete the application process and submit it to the Facilities Office at the Knox Administrative Center.
- 2) 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) 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 4260P(A).
- 2) Per RCW 28A.210.310, the use of tobacco products is prohibited on school district property. Per RCW 9.41.280, possession of weapons, alcoholic beverages, and other controlled substances is prohibited on school district property.
- 3) School district equipment (hurdles, pits, blocking pads/sleds, etc.) may not be used by non-district groups unless specifically approved by the Athletic Director in consultation with the school and

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program owning the equipment. An appropriate rental fee for equipment use will be assessed as determined by the Athletic Director.

- 4) Events will not be scheduled concurrently with other large group use of the Capital High School facility (concerts, open house, student orientation, athletic events, etc.) which would cause, or potentially cause, on-site parking capacity to be exceeded.
- 5) No pyrotechnic or other lighted visual displays will be allowed on the field or surrounding school district property before, during or after any event. Air horns, cowbells, sirens, and similar noisemakers are prohibited; appropriate signs will be placed at the field entrance. Electronic amplification of music in the facility is also prohibited unless specifically noted under "Lighting and Sound Systems" below.
- 6) User groups must exit the field area within 20 minutes following the conclusion of the scheduled event.
- 7) Pets and animals are strictly prohibited from the field and surrounding area; exception for licensed service animals.
- 8) Non-District users will not decorate or alter the facility without prior approval of the Athletic Director.

**LIGHTING AND SOUND SYSTEMS**

- 1) The use of the field lights ----- TBD based on system installed
- 2) The use of electronic amplification of music, or voice, can only be used to directly support events conducted and hosted by the school district and will be limited to supporting school district performances (drill teams, cheerleading and "Star Spangled Banner). Electronic amplification of music or voice may not be used by non-District user groups. At no time may a sound system be used to increase the decibel level above the maximum decibel level allowable per City regulation.

**TURF FIELD AND TRACK**

- 1) Only shoes and cleats approved for use on turf and/or all-weather track surfaces may be worn.
- 2) Use not consistent with the performance and durability of the turf and track surfaces are prohibited; see Athletic Director for clarification.
- 3) No food, gum, seeds, shells, sports drinks or glass containers are allowed on the playing surfaces. If found after or during an event, a cleaning fee of \$200 will be assessed. Only bottled water in containers is acceptable.
- 4) During events, only coaches, players and event officials are allowed on the turf and/or track surfaces.
- 5) Parking or any use of a motor vehicle, bicycle, scooter or skates inside the fenced area of the facility is prohibited. Only District employees may use motor vehicles inside the fenced facility.

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**HOURS OF OPERATION AND NON-DISTRICT USER GROUPS**

All uses, District and non-District, will be scheduled through the Athletic Director, who will maintain a current calendar on the District website.

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:

Monday through Friday	8:00 a.m. to 10:00 p.m.
Saturday	9:00 a.m. to 10:00 p.m.
Sunday	Not Available

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

2) Non-District User Groups in general will be Youth Football, Youth Soccer, Youth Lacrosse, TESC Track & Field, and City of Olympia Parks, Arts and Recreation Youth Sports Programs, State/Local Agencies for training and testing programs.

The facility is available:

Monday through Friday	6:00 p.m. – 10:00 p.m.
Saturday	9:00 a.m. – 10:00 p.m.
Sunday	12:00 p.m. – 6:00 p.m.

There will be no use of the facility on the recognized school holidays listed above. During school breaks and non-school days, the facility may be available beginning at 9:00 a.m. Monday through Friday.

At no time will the facility be available for individuals or groups to conduct a business (personal trainers, etc.).

**SUPERVISION**

- 1) All user groups, District and non-District, are responsible for all 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 the user group, District and non-District. Adequate supervisory personnel must be provided to conduct the planned activity safely and in the best interest of school property.
- 3) The user group may contact the District Athletic Director to arrange for necessary personnel to supervise their event. District employees will be paid by the District with the user group billed accordingly.

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**CONDUCT AND COMPLIANCE**

- 1) Misconduct, profane and improper language, possession or use of intoxicating beverages and/or substances, 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 use.
  
- 2) Failure to comply with District policy and these procedures will result in the immediate termination or suspension of current and/or future use of the facility for a period of time as determined by the Athletic Director. A determination by the Athletic Director regarding 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 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 persons(s) or property arising from the acts or omission of the applicant organization, 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 will 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.

**ADDITIONAL REQUIREMENTS**

- 1) Each non-District user group will provide the District with current documentation ensuring all coaches have completed the training requirements of:
  - a) Head Injury/Concussion Training
  - b) Sudden Cardiac Arrest Training
  - c) “Heads-Up” Football Training (Youth Football Only)

**FACILITY USE FEES**

- 1) The District will determine a fee schedule applicable for the use of the facility by non-district groups. The fee schedule will be evaluated and may be modified on an annual basis.
  
- 2) If groundskeepers and/or custodial/maintenance services are required, the rental cost will include personnel cost. If these services are required on weekends or after 5:00 pm during school breaks, a minimum of four (4) hours is required at an overtime premium rate.



*PROCEDURE ESTABLISHED ..... March 6, 2017*