Rules/Information for use of Bellevue School District Fields

{please share this rules/information with your coaches and opponents}

School Athletic Fields primarily serve the activity needs of the students of the Bellevue School District ("the District"). Activities directly related to the school program or the support of the school program will have first priority in the use of the District fields. Community Use by youth groups will have priority over adult use of District fields. Please note that your organization may be bumped at any time by the District. District games must be allowed to finish before other scheduled use can begin.

1) Applications are to be submitted at least two weeks in advance of the event. The $20.00 non-refundable processing fee must accompany the application. The District’s policy is to not hold/reserve fields until after receipt of both application and processing fee. Once received and processed, notification will be made for reservation confirmation and any further documentation requirements.

2) The District will provide a designated Field Monitor to be on site during field use. For High School non-stadium field use, the fee for the Field Monitor is included in the hourly rental fee plus an additional $30.00 per day for prep and cleanup for rental of 4 or more hours. Setup will be coordinated with the Field Monitor, but it will mainly be the responsibility of each User to prep and set up the field for use, including lining of the field. Plan to bring sufficient help to prepare the field. Again, this is to be done within your scheduled time, i.e., if your scheduled time is from 9am-12noon, DO NOT schedule your games to start at 9am; if your scheduled time is 12noon-3pm, DO NOT schedule your games to start at 12noon.

3) Please remember that these hours, and these hours alone, are scheduled for your use. If you plan to use the time for a game, this is the time you can arrive to prepare the field and warm up your players. Do not plan to start your game at this time, as you will NOT have access to the field before your assigned time.

4) Hold Harmless and Liability Insurance/Certificate of Insurance: User(s) shall agree to defend, protect, and indemnify for costs, legal, and any and all other expenses or damages and to hold harmless the District, its officers, employees, agents, and directors, from any and all claims, liabilities, or suits arising directly or indirectly out of user’s use of the synthetic fields, and related or adjacent facilities. User(s) shall obtain liability insurance for no less than $1,000,000 combined single limit bodily injury and property damage. A Certificate of Insurance, with Bellevue School District named as an additional insured, acknowledging the hold harmless agreement stated above and the liability insurance requirement shall be provided to the District one week prior to the scheduled use of the field. Failure to
provide this certificate shall result in cancellation of the field use and forfeiture of any deposit.

5) Nonprofit youth groups are required to provide the District, proof of their nonprofit status.

6) Damage and Loss of District Property: User(s) shall pay for the cost of any repairs to the playing surfaces of the field, other facilities, or District equipment, caused during User’s use or occupancy of said facilities. In the event that property loss or damage occurs during use or occupancy of District facilities, the amount of damage will be decided by the Superintendent or his/her designee, and an invoice for damages will be presented to the user(s)/organization occupying the facilities during the time the loss of damage was sustained.

7) In case of bad weather, report to the field unless the District Field Monitor has called you to report that the field is closed. In the event of the field being closed by the District due to heavy rains or other reasons, User(s) will not be charged or, if available, a make-up date will be scheduled. The decision to close a field will be made by the District Monday through Friday and by the District/Field Monitor on weekends. Every effort will be made to contact the user with reasonable advance notice in the event of field closure.

8) It is the User’s responsibility to insure that all team coaches and managers understand policies and procedures and that referee/umpires understand conflict resolution procedures.

9) Batting cages are NOT included in field rental fee. Batting cages will be negotiated as they apply to each Field Rental request.

10) Care of the Field/Track: User(s) shall be responsible for the enforcement of the following rules:

- Each User(s) shall be responsible for general clean-up after use, including dugouts and picking up trash and placing it in the appropriate receptacle.
- The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.
- Shelled seeds and nuts are strictly prohibited.
- Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
- Track spikes are to be limited ¼” in length only and are limited to and for use on the track, runways, and high jump aprons.
- Substances which may stain the artificial turf or track, such as crepe paper, soft drinks, gum, coffee, Vaseline, candy, etc., must be kept outside the playing area fence. Shelled seeds and nuts are strictly prohibited.
- The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited. Only participants (coaches, players or officials) are permitted on the field. This includes the track and field areas.
- Marking or painting on the track, turf or other facility surfaces is prohibited. Movable markers, such as cone and hurdles, are allowed upon receipt of permission from the Athletic Director or designee.

11) Groups with approved storage units at the fields are responsible for maintenance of the unit. This includes having it secured at all times, keeping it clean, and freshly painted, as needed.
Facility User Categories: For rental purposes, three categories of athletic field users are identified. The categories are listed below in descending order of priority for use of District fields. For the purpose of establishing priority within each class, activities where the majority of participants are residents of the Bellevue School District will have priority. When a facility is to be used for fund raising, a reasonable surcharge, in addition to regular fees, may be charged.

The organization/group actually using the athletic field, not the sponsoring or applying organization, establishes the category to be applied in determining the assessment of user fees.

CATEGORY 1 – School or Child-Related Groups or Other Government Agencies Organizations whose main purpose is to promote the welfare of students or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups, YMCA, YWCA, Boys/Girls Clubs, City Parks and Recreation youth programs, Little League, and KingCo meetings/conferences and state high school play-off games. When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs.

Youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

CATEGORY 2 – Nonprofit Groups – Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district will charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes. To be granted this exception, the charitable organization must be a recognized 501(c)3 organization. Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities. Nonprofit groups of the kind that in most communities have their own facilities who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate, but for no more than two years and may not average more than twelve hours of use per week. Examples: Churches, lodges, veteran groups, granges, City Parks and Recreation adult programs, community clubs, adult United Way programs, private schools, and public or private colleges and universities, etc.

CATEGORY 3 – Commercial Enterprises -These include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.