

## Community Use of District Athletic Fields

Field Use Priority – School Athletic Fields primarily serve the activity needs of the students of the Bellevue School District. These procedures provide direction for occasional use of District facilities by the community. Activities directly related to the school program or the support of the school program should have first priority in the use of the District's Athletic Fields. Some examples include, but are not limited to ASB, curricular and extracurricular student groups, District/School created citizen advisory groups, PTSA/PFO, Boosters and Bellevue Schools Foundation, as well as other staff groups. Consideration for District/School priority must meet the following criteria:

- 1) The planning and organization of the activity is District initiated, and
- 2) District staff who receives compensation for their participation will be paid from District funds at established District rates.

Community use of District athletic fields is welcomed and encouraged during those periods of time the fields are not being utilized for District or maintenance activities. Fees will be required for use of these fields by categories of users as explained below.

The District will provide a designated Field Supervisor to be on site at all times during use. Exceptions may apply. The District will assume maintenance responsibilities.

- 1.0 **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.

- 1.1 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.

- 1.2 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, veterans groups, granges, City Parks and Recreation adult programs, community clubs, adult United Way programs, private schools, and public or private colleges and universities, etc.
- 1.3 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.

## 2.0 **Applications and Use Permits**

- 2.1 Applications shall be made in writing on the "Stadium and Field Use Application" to the specific school where the field usage is requested. Applications will not be approved for any use that may be in violation of School Board policy or for which satisfactory sponsorship or adequate adult supervision is not provided.
- 2.2 Fields will be scheduled according to the priorities set forth in this procedure. Only completed application forms constitute a request for field usage. For the purpose of establishing priority, forms will be dated and initialed upon receipt. Nonprofit youth groups are required to provide the Bellevue School District with a current IRS "Letter of Nonprofit Determination" or a "Washington State Certificate of Incorporation" indicating a nonprofit status as proof of their nonprofit status. Documentation is to be submitted with the Field Use Application.

- 2.3 Applications for seasonal fields should be received in the designated period prior to each season. All other field applications are to be submitted at least two weeks in advance of the event. Applications shall not be considered officially approved until a written use agreement has been signed by the applicant ("User"), the designated school representative, and/or Facilities department designee. Late applications are discouraged, but may be considered at the discretion of each school. A non-refundable processing fee is required at the time of request for all user groups except Bellevue School District programs and District/School oriented groups.
- 2.4 Fees will be calculated based on user category and length of time requested and/or season. Should District costs exceed the estimate given on the Application/Permit, an adjustment will be made. No adjustment will be made for time requested and not utilized unless written notification of the change is received as specified in paragraph 2.6, 2.7 and 2.8.
- 2.5 The full rental fee shall be paid at least two weeks in advance and in accordance with the fee schedule in effect at the time the application is approved. Failure to pay by the established deadline will result in cancellation of the request. Charges for extra clean-up required by the event, or other additional charges, will be made at the conclusion of the event and shall be paid within 30 days of the billing.
- 2.6 If a scheduled stadium use is changed and/or cancelled, the user shall notify the Athletic Director or designee in writing seventy-two (72) hours in advance of the scheduled change. Modifications to a seasonal application, unless canceled prior to the start will result in no refunds.
- 2.7 If a scheduled non-stadium field use is changed and/or cancelled, the user shall notify Facilities Field Scheduler or designee in writing thirty (30) days in advance of the scheduled change.
- 2.8 To be eligible for a refund or fee adjustment the user must comply with paragraph 2.4 and submit a statement of non-use and/or schedule change (along with a copy of their written use cancellation noted in paragraph 2.6 or 2.7 as appropriate) to the Facilities Use office within three business days following the scheduled use. Exceptions may apply.

### 3.0 **District Cancellations**

- 3.1 The District reserves the right to cancel an approved field use application, if in its sole discretion; such action is deemed to be advisable or necessary. Late scheduled school events, such as tournament play and rescheduled activities supersede this limitation.
- 3.2 In the event of a District cancellation, the District may refund any advance payment, except the non-refundable processing fee, and the user shall have no

claim or right to damages or expenses. The District shall not be liable for damages or losses by the user.

- 3.3 A reasonable effort will be made to reschedule any activity disrupted by an emergency condition, e.g., snow, ice, power outage, etc. The District is under no obligation to reschedule field use that has been disrupted and/or cancelled because of an emergency condition.
- 3.4 In the event an energy crisis initiates power blackouts or “rolling blackouts,” the District will not be available for use to community users. The District will refund advance payment, except the non-refundable processing fee, to the user.

#### 4.0 **Equipment and Facilities**

- 4.1 Only those facilities and equipment expressly agreed to in the Stadium and Field Use Application would be available to user.
- 4.2 The use of any equipment must be approved by the school's Field Supervisor who shall be satisfied that a competent operator is in charge of the equipment during use.

5.0 **Supervision/Custodial Service** - Fees for additional/excessive cleanup will be assessed as required in addition to the basic charges calculated on the application. Fees schedules are updated annually and may be found on-line or at District Offices.

#### 6.0 **Field Supervision and Event Management**

- 6.1 Crowd control and event management is the sole responsibility of User, including the payment of all working personnel employed by user for this purpose. Adequate supervisory and security personnel must be provided to conduct the activity safely, with adequate protection for persons and property. The District will provide a designated Field Supervisor to be on site at all times during use. Exceptions may apply.
- 6.2 User must comply with all local police and fire department regulations.
- 6.3 The Field Supervisor will assure that a qualified operator will supervise the use of equipment.
- 6.4 The Field Supervisor will consult with District administration prior to refusal or discontinuance of field use to any group exhibiting inappropriate behavior, not having proper supervision, or violating this procedure.
- 6.5 Organizations must have procedures to conclude contests by the specified ending time. Lack of cooperation in meeting scheduled opening and ending times and/or adherence to the rules and regulations for use of the field may be grounds for denial of use by that group in the future and/or the imposition of additional fees.

- 6.6 District personnel are required to report changes in scheduled activities to the Facility Use Office and the Athletic Director the first regular business day following the change in use.
- 6.7 All approved uses will be scheduled so as to allow adequate set up and take down time between events/uses. Sufficient scheduled times for clean-up and custodial services will be calculated by the Field Supervisor at the time application is approved. Users will ensure the completion of the activity and vacate the premises according to the time requested on the field use application.
- 7.0 **Concessions** - The District reserves the right to approve or deny the sale of all concessions, including food and beverages. Each school reserves the right to operate the concession stand. A fee will be assessed for use of the concession stand if not operated by the school. The sale and/or use of tobacco and/or alcohol are prohibited at all times.
- 8.0 **Field Regulations** - User shall be responsible for the enforcement of the following regulations:
- 8.1 Care of the Synthetic Field/Track:
- 8.1.1 Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
- 8.1.2 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.
- 8.1.3 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. Both shelled seeds and nuts are prohibited.
- 8.1.4 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.
- 8.1.5 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.
- 8.1.6 Cheerleaders may use team run-through signs. However, such activity is limited to the blacktop area in the end zone only.
- 9.0 **General Requirements**
- 9.1 Only authorized maintenance vehicles are allowed on the track or artificial turf.

- 9.2 Motor bikes are to be parked in the parking lot only.
- 9.3 The following are examples of activities not permitted inside the perimeter of the facility:
  - a. Bicycle riding.
  - b. Bringing animals into the bleachers or on the fields.
  - c. Skateboard riding/roller skating.
- 9.4 Kicking or bouncing balls against the fences, grandstands, or any standing structure is prohibited.
- 9.5 Burning material of any kind is prohibited within the complex.
- 9.6 No signs are to be brought into the complex without prior approval. Approved signs may be posted within District rules.

#### 10.0 **General Information**

- 10.1 Fees are based on full hours of use.
  - 10.2 Fees schedules are updated annually and may be found on-line or at District Offices. Fees will be charged per user categories. See Section 1.0 for category descriptions.
  - 10.3 Joggers will not be permitted during major events. Schools will make provisions for, and establish their own rules with regard to, jogger access.
  - 10.4 Youth is defined as being of high school age or younger.
  - 10.5 Rental of equipment, with the exception of the scoreboard and PA system, is not included in the fee schedule. Special arrangements for use/rental of equipment may be made through the school.
  - 10.6 Batting cages are not included in field rental. On occasion, at the discretion of the Facilities Manager or designee, arrangements may be made for batting cage rental.
- 11.0 **Hold Harmless and Liability Insurance** - User 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 athletic fields and related or adjacent facilities. User shall obtain liability insurance which insurance shall be for not less than \$1,000,000 combined single limit bodily injury and property damage. A Certificate of Insurance, with the Bellevue School District listed 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 deposit.

- 12.0 **Damage and Loss of District Property** - User shall pay for the cost of any repairs to the playing surfaces of the field, other facilities, or District equipment, which is necessary because of damages, 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 shall be decided by the Superintendent or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
- 13.0 **Gambling** - Games of chance, lotteries, raffles, etc. are not allowed on District property, the exception to this rule being the limited use of such games as entertainment in fund raising events sponsored by the parent and student groups comprising District/School Oriented Groups.
- 14.0 **Conduct** - Profane language, possession of or use of intoxicating liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.
- 15.0 **Use of Tobacco, Alcohol, Firearms or Controlled Substance Products** - The use of all tobacco, alcohol, firearms, or controlled substance products is prohibited by state law on school property, including buildings and grounds.
- 16.0 **Decorations** - No decorations or application of material to District fields or facilities shall be allowed without the permission of the building principal and Facilities Use office. Applicants are required to remove at their expense any materials, equipment, furnishings, or rubbish left after use of school fields or facilities.
- 17.0 **Non-endorsement** - Nothing contained in these regulations or the granting of permission of use of school fields shall be construed as an endorsement of an organization or an activity.
- 18.0 **Other Rules** - Individual schools may compile and post in a conspicuous location other supplemental special rules that are applicable to specific situations and locations.
- 19.0 The requirements contained in this Procedure are in addition to those contained in Procedure 4260.1P, which continue to apply.

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**Bellevue School District**  
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