

Community Use of RAHS Stadium

July 2011

Community use of the Roseville Area High School Stadium will be in compliance with the general policy and regulations already established for community use of district facilities. In addition, the following procedures provide specified practices for community use of the high school stadiums.

Regulations

Conditions of Availability of Facilities

Availability of the stadiums will be established by the Associate Principal/Activities Director at Roseville Area High School in accordance with needs of the school. Examples of restrictions may include, but are not limited to: 1) use of lights or sound system 2) noise level and 3) approved type, day and time of event.

Conditions of Non-Availability of Facilities

Permits will not be granted to a user group OR permit may be canceled for any activity which:

1. may be, in the judgment of District 623, in any way, prejudicial to the best interests of the educational system.
2. does not have satisfactory sponsorship or adequate adult supervision provided.
3. may result in any undue damage or wear or is not consistent with the use for which the space was designed.
4. has previous, documented experience with District 623 which indicated:
 - poor group supervision
 - misuse of equipment or facilities
 - unacceptable group conduct
 - failure to meet previous fiscal obligations

Use of District 623 stadiums is also governed by the district equal opportunity policy.

Appropriate Activities

Only activities appropriate for the space that do not damage the turf or the track will be permitted in the stadium. The Associate Principal/Activities Director must approve all activities before a permit will be issued and will determine which activities are appropriate.

Site Supervision

All community use of the stadiums will require a District 623 site supervisor. The site supervisor will:

1. unlock and lock the stadium according to the times indicated on the permit.
2. tour the facility with the group's contact person and note condition of the facility before the event begins.
3. insure the space is used appropriately.
4. verify the activity is adequately supervised by the permit holder .
5. guide the required cleaning of the space following the activity.
6. enforce the list of guidelines established for the use of the stadium at all times.
7. close stadium in an emergency when working at stadium.

Emergency Closing

If it is necessary to close the stadium due to an emergency (weather conditions or other) all permits will be cancelled. If before the event, the Associate Principal will make this determination and contact the facilities scheduler to notify the permit holder and the site supervisor, during the event, the stadium supervisor has the authority to close the stadium.

Liability and Property Damage

Policy: Users of the stadium must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the District from any expense or costs in connection with the use of the school grounds or stadium under this agreement.

Procedure

1. A Certificate of Insurance naming District 623, as an additionally insured is required for all groups using District stadium.
2. Permit holders may only use the school facility and equipment that are specified on their permit.
3. District 623 is not responsible for loss of personal or organizational items.

Conditions of Use

A check list of rules and regulations for the space will be included on the permit. Failure to comply with the rules and regulations may result in the cancellation of the permit. They are as follows:

1. Prior to use, permits must be obtained from District 623. A copy of the permit must be presented to the site supervisor.
2. **No food on track or field. All spectators must remain in bleacher area. No lawn chairs on turf.**
3. No bicycles/rollerblades/skateboards/golf .
4. No wheeled equipment or vehicles on the track or field.
5. **No gum, sunflower seeds or shelled peanuts on the track or field.**
6. No pets inside the stadium.
7. All waste and debris from the activity is to be placed in dumpster by client.
8. No drugs, weapons or alcohol.
9. Proper activity supervision provided by client of players and spectators must be maintained at all times.
10. Appropriate athletic shoes must be worn.
11. A walk through of the area before event is required with stadium aide to determine prior condition of stadium and any spaces used during the event.

Scheduling Procedure

Procedure for community requests to use the stadium

All requests for use of the stadium will first go to the Associate Principal at the high school. The Associate Principal/Activities Director will assess the request in terms of timing and suitability of the activity for the space.

Facilities Scheduler

The stadiums will be scheduled in the same priority order as all other district facilities.

If the request is approved by the Associate Principal/Activities Director the activity will be scheduled and staffed by the Activity Office.

All permits for the stadium will have "condition of use" statements attached to the permit which will identify the rules for use of the stadium. Users who fail to comply with these rules may have their permit cancelled.

Concession/Food

Concession equipment and/or refreshments may not be set up in the stadium without permission of Community Education Department. The permit user is responsible for obtaining all needed food service permit(s) as required by Ramsey County Health Department.

Fees

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|-------------------------------------|------------------------|
| District Youth groups**^ | \$ 60.00 per hour |
| Non-Profit Organizations** | \$150.00 per hour |
| Out of District/For Profit Groups** | \$200.00 per hour |
| Press Box/Scoreboard | \$100.00 per event/day |
| Lights | \$ 20.00 per hour |
| Locker Rooms | \$100.00 per event/day |
| Special Access Fee | \$ 40.00 per hour |
| Application Fee | \$ 25.00 per event |

***Fee includes one stadium supervisor; if additional supervisors are need they will be billed at \$ 20.00 per hour.*

^Groups able to show evidence that 75% of the user group lives at an address within District 623 or are 623 students.

Special Access Fees of \$40.00 per hour will be incurred if the activity has a large number of attendees or has other complex management issues that would be best supported by a district specialist. Custodial fees at the same rate will be incurred if the stadium is not properly cleaned by the users following their activity.

Use of School District Equipment is minimal. The district reserves the right to require users to bring some of their own equipment and it must meet the standards established by the Associate Principal/Activity Director.

Payment of fees will be required in advance of the activity. On-going users will be billed monthly.

Cancellations must be made one week in advance of scheduled activity to receive a full refund.

To apply on-line go to: www.isd623.Org/CommEd/FacilityUse.cfm