

## Application Request

Upon requesting Facility Scheduling, a non-refundable application processing fee of \$25.00 must be paid. Two (2) days notice must be given for cancellation; failure to do so will result in charges for expenses incurred.

Processing Fee Paid

**Group A:** Riverview School District Activities

Group A

**Group B:** Community Recreational/Educational Activities

B1: Youth within RSD—65% residency in RSD

B2: Youth outside RSD

B3: Adults within RSD—65% residency in RSD

B4: Adults outside RSD

**Group C1:** Non-Profit Groups and Organizations  
**Group C2:** Riverview Community Fine Arts Groups and Organizations

Group C1

Group C2

**Group D:** Commercial Enterprises and Profit-Making Organizations

Group D

### Agreement:

**I have read the regulations, conditions, and responsibilities in this brochure and agree to abide by them. I also acknowledge the District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District facilities.**

Applicant Signature

- A Comprehensive General Liability Insurance certificate is provided naming the District as an additional insured. This policy shall be primary and written with limits of \$500,000 Combined Single Limits, per occurrence. The District will keep certificates on file for future applications.

Applicant's Name

Organization

Address

City, State, Zip

Contact Phone Number

Riverview  
School District  
#407

## CEDARCREST HIGH SCHOOL SYNTHETIC TRACK And FIELD FACILITY USE PROCEDURES



Hours

Monday-Thursday-6:00 pm-9:00 pm  
Saturday & Sunday-9:00 am-9:00 pm

29000 NE 150th St.  
Duvall, WA 98019  
425-844-4800

### Cedarcrest High School Synthetic Turf Field and Track Facility Use Procedures

The Cedarcrest High School synthetic turf field and rubberized track (herein referred to as Turf Field) primarily serves the activity needs of the students of the Riverview School District. These procedures provide direction for occasional use of the facilities by the community. Activities directly related to the school program or the support of the school program shall have first priority in the use of the District's Turf Field.

Community use of Turf Field is welcomed and encouraged during those periods of time the field is not being utilized for District or maintenance activities. Fees will be required for use of this field by classifications of users as explained in Policy 4040.

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

### Applications and Use Permits

Applications shall be made in writing on the "Facility Use Application" to the Cedarcrest High School Athletic Director. 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.



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 the Director of Athletics. Late applications are discouraged, but may be considered at the discretion of each school. A \$25.00 non-refundable processing fee is required at the time of request for all user groups except Riverview School District programs.

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.

If a scheduled field use is changed and/or cancelled, the user shall notify the Athletic Director or designee in writing forty-eight (48) hours in advance of the scheduled use.

To be eligible for a refund or fee adjustment the user must comply with above and submit a statement of non-use and/or scheduled change (along with a copy of their "48 hour written use cancellation") to the District Business Office within three (3) business days following the scheduled use.

### District Cancellations

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 re-scheduled activities, supersede this limitation.

In the event of such cancellation, the District shall refund any advance payment, except the \$25.00 non-refundable processing fee made and there shall be no claim or right to damages or expenses on the part of the User and the District shall not be liable for damages or losses by the User.

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, which is caused by an emergency condition.

In the event the energy crisis initiates curtailment, power blackouts or "rolling blackouts", the District will not be available for use to community users. The District will refund advance payment, except the \$25.00 non-refundable processing fee to the User.



### Equipment and Facilities

Only those facilities and equipment expressly agreed to in the Facility Use Application will be available to the user. 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.

### Supervision/Custodial Service

District supervision/custodial services will be provided for the cleanup of fields. A minimum of two hours of cleanup will be charged to each user. Fees for additional cleanup will be assessed as required in addition to the basic charges calculated on the application.

### Field Supervision and Event Management

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.

User must comply with all local police and fire department regulations.



The Field Supervisor will assure that a qualified operator will supervise the use of equipment.

The Field Supervisor will consult District administration prior to refusal or discontinuance of field use to any group exhibiting inappropriate behavior, not having proper supervision or violating this procedure.

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 regulation 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.

District personnel are required to report changes in scheduled activities to District administration office, as well as to the Athletic Director the first regular business day following the change in use. All approved uses will be scheduled so as to allow adequate set up and take down time between events/uses. Sufficient scheduled times for cleanup and custodial services will be calculated by the Field Supervisor at the time the Use 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.



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### Concessions

District reserves the right to approve or deny the sale of all concessions, including food and beverages. The 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.



### Field Regulations

User shall be responsible for the enforcement of the following regulations:

- Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
- Track spikes are to be limited 1/4" 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.
- 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.
- Cheerleaders may use team run-through signs. However, such activity is limited to the blacktop area in the one end only.

### Field and Track Regulations

- Do not climb fence to gain access. Severe injury can result.
- Only authorized maintenance vehicles are allowed on the track or artificial turf.
- Motor bikes are to be parked in the parking lot only.
- The following are examples of activities NOT permitted inside the perimeter of the facility:
  - Bicycle riding
  - No animals. All animals must remain outside the stadium.
  - Skateboard riding, rollerblading,
- No glass containers. Plastic water bottles containing water only inside the stadium.
- Kicking or bouncing balls against the fences, grandstands, or any standing structure is prohibited.
- Running or walking shoes only. No metal cleats.
- State Law prohibits the use of all tobacco or alcoholic products.
- Burning material of any kind is prohibited within the complex. No signs are to be brought into the complex without prior approval. Approved signs may be posted within District rules.
- Fireworks or other explosive devices are not permitted.



### 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.

### Gambling

Games of chance, lotteries, raffles, etc., are not allowed on School 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.

### 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.

### Conduct

Profane language, possession of or use of intoxication liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.

### Use of Tobacco, Alcohol, Fire Arms, or Controlled Substance Products

The use of all tobacco, alcohol, fire arms or controlled substance products is prohibited by State Law on school property, including buildings and grounds.

### Non-endorsement

Nothing contained in these regulations or the granting of permission of use of school fields shall be construed as an endorsement of any organization or an activity.

### Discrimination

The District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District facilities.

**All non-profit youth organizations must meet required head injury trainings prior to access to school facilities.**

### Group Categories

District sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization or for the purposes it represents. (See Policy 4040 for more information)

#### **Group A: Riverview School District Activities**

#### **Group B: Community Recreational or educational activities**

**B1: Youth within RSD, 65% residency**

**B2: Youth outside RSD**

**B3: Adults within RSD, 65% residency**

**B4: Adults outside RSD**

#### **Group C: Non-Profit Groups & Organizations**

**C1: Non-Profit Groups**

**C2: Riverview Community Fine Arts Groups**

#### **Group D: Commercial Enterprises and Profit-Making Organizations**