

**RICHARDS R-V SCHOOL DISTRICT
FACILITY USE GUIDELINES
ATHLETIC COMPLEX
JUNE 30, 2020**

POLICY KG

A. EMPLOYEE; SCHOOL BOARD MEMBER(S)

(Baseball Field / Softball Field / Track Only)

- Contact the superintendent at *any time prior* to use to see if the facility is available at the time you are requesting to use it if it is only for the aforementioned individuals and their family members.
- If you are going to be using the facility for a group you will need to have your activity put on the calendar at *least 7 days* in advance so that all paperwork is in order for insurance.
- All fields / gyms have a 20 person limit of individuals who can be at the facility including those in dugouts and on bleachers.
- The employee or a designated representative from a school sponsored group or a board member must be responsible for cleanup, lockup and they must be in attendance for the duration of any event where they have made a request to use the facility.
- All fees will be waived as long as an employee, school board member, or a representative from a school sponsored group takes responsibility for the event.
- All equipment needed must be provided by the person(s) responsible including thermometers.
- Temperatures must be taken of all people in attendance and recorded by the individual responsible for use of the field and those need to be kept on file. Anyone with a temperature of 100.4 or higher will not be permitted to stay on district property.
- ALL Gates must be closed when the responsible individual leaves and if left open privileges may be revoked.

B. NON-EMPLOYEE / PATRON

(Baseball Field / Softball Field / Track Only)

- Contact the superintendent to request that their name be put on the calendar at least 7 days in advance of the time they want to reserve the gym or facility so all paperwork is in order. This is contingent upon the facility being available.
- Superintendent must be able to find a staff member willing to open and close the facility before and after the activity and clean the facility; prior to approving the use of the facility.

Patron must pay \$20 per hour for an employee or custodian to open and close the facility, unlock everything needed for the event and be there for cleanup.

- Patron who assumes responsibility must be in attendance for the duration of the event.
- All equipment needed must be provided by the person responsible including thermometers.
- Patron must fill out a Facility Use Request Form.
- Patron must provide a statement where an insurance policy was purchased from M.U.S.I.C. , an affidavit of liability insurance or sign a waiver of liability.
- All fields have a 20 person limit of individuals who can be at the field including those in dugouts and on bleachers.
- Temperatures must be taken and recorded by the person responsible for use of the field and those need to be kept on file. Anyone with a temperature of 100.4 or higher will not be permitted to stay on district property.
- ALL Gates must be closed when the responsible individual leaves and if left open privileges may be revoked.

**C. GROUP USE OF THE ATHLETIC COMPLEX FOR A GAME / TOURNAMENT / FUNDRAISER
(Baseball Field / Softball Field / Track Only)**

- Request that their name be put on the calendar at least 7 days in advance of the time they want to reserve the facility with the superintendent so all paperwork is in order. This is contingent upon the facility being available.
- Superintendent must be able to find a staff member willing to open and close the facility before and after the activity and clean the facility up at the hourly rate; prior to approving the use of the facility. *The person responsible for use of the facility must pay \$20 per hour for an employee or custodian to open and close the facility, unlock everything needed for the event and be there for cleanup.*
- The individual who assumes responsibility must be in attendance for the duration of the event.
- All equipment needed (including thermometers) must be provided by the person responsible.
- The individual who assumes responsibility for the field must fill out a Facility Use Request Form.
- The individual who assumes responsibility must provide a statement where an insurance policy was purchased from M.U.S.I.C. , an affidavit of liability insurance or sign a waiver of liability.
- Temperatures must be taken and recorded by the individual responsible for use of the field / and those need to be kept on file. Anyone with a temperature of 100.4 or higher will not be permitted to stay on district property.
- All fields have a 20 person limit of individuals who can be at the field including those in dugouts and on bleachers.

- ALL Gates must be closed when the responsible individual leaves and if left open privileges may be revoked.

PA System – the district will not furnish to

- Non-Employee
- Patron
- Groups for the use of the facility that are not supervised by an employee or board member

Concession Stand – the district will not furnish to the following groups however these groups are allowed to set up a tent and / or tables to sell concessions from.

- Non-Employee
- Patron
- Groups for the use of the facility that are not supervised by an employee or board member

Gate Fees

All groups are approved to charge gate fees if they are granted permission to use the complex

Smoking / Alcohol are not permitted at the athletic complex

***Questions concerning raffles and use of live animals at the facility will be directed to the superintendent.