



FACILITY USE GUIDELINES AND REGULATIONS

Applications for all uses of facilities by “non-school groups” shall be submitted through the application process, which is used to determine availability of facilities desired and acquaint the applicant with the existing policies, regulations, and service charges.

The District Athletic Director has the authority to make the final decision on the use of school facilities by any group. The district reserves the right to reject any application or any permit at the district’s discretion. The district has the right to terminate the use of the buildings or grounds for failure to adhere to the facility use regulations. The user must agree to immediately vacate the premises upon notification of termination.

School functions will have priority over community requests in processing applications for facility use. The district has the authority to cancel any facility use of non-school groups if a building or grounds are needed for a school function.

APPLICATION GUIDELINES

1. Applications for facility rental must be submitted online at least ten (10) days before the start date.
2. The responsible representative(s) of the applicant organization must submit a **Certificate of Liability Insurance** with the following requirements: \$1,000,000 of General Liability, the Kent School District listed as additional insured and the Kent School District listed as the Certificate Holder. The Kent School District reserves the right to assign specific General Liability Insurance amounts based on KSD Legal & Risk Management assessment.
3. It is the Applicant’s responsibility to state on the application, in detail, the intended use of the facility. Facilities used shall be limited to those specified in the application. Custodians do not have the authority to permit the use of facilities or equipment not included in the rental.
4. Our facilities may not be rented for weddings, receptions, parties, or similar events.
5. No use of the building or grounds will be granted if the primary purpose is for private or commercial gain, or advertising purposes unless approved by the District Athletic Director.
6. KSD will not approve applications for renters that have a past-due account.
7. Waivers of rental fees and/or re-classification requests are subject to review and approval by the District Athletic Director. The direct costs incurred are not subject to a waiver. Kent School District personnel are not authorized to approve a waiver of fees.
8. Applicants must receive an approved copy of the application and an approval email prior to usage. Renters are required to have a physical printout or electronic copy of their approved rental contract with them at their event.
9. In no case will those who have been granted permits assign, transfer or sublet the facility.
10. The district reserves the right to require police supervision for any event booked. Security requirements must be met and confirmed prior to your event date. The cost of police supervision will be charged to field users.

FACILITY USE REGULATIONS

1. The Kent School District prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, marijuana, or alcohol in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property at any time. All Kent School District schools and campuses are weapons free – every day, all day, by everyone.
2. Profane language and boisterous or vulgar conduct shall not be permitted in school district buildings and on the grounds.
3. Kent School District is not responsible for loss, theft, or damage to vehicles.
4. A member of the district custodial staff must be present whenever community activities take place within a building.
5. The tipping of school personnel is not allowed. Only the school district shall pay employees for services rendered in connection with the rental of school facilities.
6. Any destruction or damage of school property occurring during the applicant's use of district facilities must be reported in writing to the District Athletic Director. In the event damages occur, Applicant shall accept the district's estimate as to the cost to repair the damage.
7. Decorations or application of material to walls or floors must receive written permission of the building principal/athletic director.
8. Before leaving the building or grounds all groups will pick up, clean, and put in order the facility used by them for their activity. The district reserves the right to assess charges against the Applicant for cost incurred in restoring facility to its original state if the Applicant fails to do so.
9. Games of chance and lotteries will not be allowed in district facilities. "Amusement games" as defined by state law are permitted at school and PTA/Booster Club approved functions when licensed.
10. All meetings and functions shall terminate, and facilities vacated by 10 p.m. on school nights unless otherwise approved by the District Athletic Director or Building Administrator.
11. School equipment cannot be used except by special request and approval by the building principal and is listed on the application. This includes balls, nets, microphones, projectors, or other equipment.
12. Users, its members, guests, and invitees, shall not solicit, sell, or provide goods and/or services on the premises (premises to include all facilities including parking lot areas), without written permission of the building and/or District Athletic Director.
13. No school equipment will be removed from the district facility.
14. Motor vehicles are to be parked in designated areas only. All vehicles improperly parked are subject to tow away at the owner's expense.
15. The rental of cafeterias or other spaces that are attached to a kitchen does not grant access to the kitchen equipment. Kitchen equipment can only be used when approved by Nutrition Services in advance and will require extra fees and staffing.

16. Access to areas that may require a lock requires the client to ensure the location is properly secured upon departure. Notification to district security must occur if something is wrong with the locking mechanism. Failure to secure the premises may result in a fine or loss of access to the facility.
17. It shall be the applicant's responsibility to report, in writing, to the District Athletic Director any accidents or injuries suffered by individuals during the use of school district facilities.
18. Rentals of French Field, turf baseball/softball fields and Performing Arts Centers, are subject to additional terms and conditions.

TURF FIELD AND TRACK REGULATIONS

1. League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players, spectators of the Rules and Regulations of Facility Use for the Kent School District.
2. Users, its members, guests, and invitees will show respect and sportsmanship toward District staff, officials, opposing team(s) and spectators.
3. User groups must leave turf field in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly. User groups damaging District property will be held responsible for the cost of repair, replacement or clean up.
4. Metal cleats are not allowed on any turf surface.
5. The track surface will allow for a track shoe with a maximum of a 1/4-inch spike.
6. Participants, children, and spectators must be under supervision of user group representative throughout the entire scheduled event.
7. Use of long jump sand pit is not allowed. Please do NOT let children play in this area.
8. Use of food products on the field surface is not allowed.
9. Use of sunflower seeds or chewing gum is strictly prohibited and charges (fines) may be assessed if the rule is violated.
10. Animals are not permitted in the stadium or on the turf except for working service animals.
11. No painting, chalking or tape or use of any adhesive material without prior approval.
12. No stakes, spikes, or other pointed objects.
13. No wheeled devices, including but not limited to, bicycles, skateboards, wagons, inline skates, scooters, and all non-authorized vehicles.
14. Tents must be free standing structures with the legs supported by weights or sandbags. No stakes may be used to support any type of tent area.
15. No storage of any materials or equipment is permitted on or around the track or artificial turf field surface.

Failure to comply with these regulations will result in a loss of privilege to use Kent School District buildings and grounds.

INDEMNIFICATION

The undersigned representative(s) do hereby agree to indemnify and hold harmless Kent School District from any and all claims which may hereafter arise out of any and all activities involved with or in connection with the use and/or occupancy of School District property as per this application, whether or not SUCH ACTIVITIES ARE DIRECTLY OR ONLY INCIDENTALLY RELATED TO THE SPECIFIED USE(S) OF THE PROPERTY, AND WHETHER OR NOT THEY ARE caused IN WHOLE OR PART by the School District's sole or concurrent negligence. THIS indemnity includes the duty to defend the School District against any and all such claims or pay the cost of all reasonable attorney fees incurred by the School District if the School District deems it necessary that the School District provides its own defense.