

Date of Application \_\_\_\_\_

Facility Use # \_\_\_\_\_

**Kent School District No. 415**

**APPLICATION FOR USE OF TURF FIELDS**

**FRENCH FIELD (FF)**

**KENTLAKE**

**KENTRIDGE**

**KENTWOOD**

(Please indicate field choice by marking appropriate box with an X)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Street/Post Office Box)

\_\_\_\_\_  
(City-Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Name of Person Responsible)

\_\_\_\_\_  
(Street/Post Office Box)

\_\_\_\_\_  
(City-Zip)

\_\_\_\_\_  
(Phone)

**E-MAIL:** \_\_\_\_\_ What is the nature and purpose of use? \_\_\_\_\_

Will there be an admission charge, collection or funds solicited? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \_\_\_\_\_

Date(s) Field Requested:

Month: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time/From \_\_\_\_\_ To \_\_\_\_\_

Month: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time/From \_\_\_\_\_ To \_\_\_\_\_

Month: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time/From \_\_\_\_\_ To \_\_\_\_\_

Type of Organization:

- School District
- Kent Parks and Recreation
- Community Youth Organization\* (HB-1824 required)
- Adult Community – Non-Revenue Organization
- Adult Community – Revenue Organization
- Adult Non-Community – Non-Revenue Organization
- Adult Non-Community – Revenue Organization
- Other: Specify \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Total Hours:</u>	<u>For Athletic Department Use ONLY</u>	
	<b>Services/Personnel Needed:</b>	
	<input type="checkbox"/> Artificial Turf	\$ _____
	<input type="checkbox"/> Field Lights	_____
	<input type="checkbox"/> Locker Rooms (Custodian required)	_____
	<input type="checkbox"/> Restrooms (Custodian required)	_____
	<input type="checkbox"/> Scoreboard/P.A. (Operator required)	_____
	<input type="checkbox"/> Scoreboard Operator	_____
	<input type="checkbox"/> Custodian	_____
	<input type="checkbox"/> Field Supervisor	_____
	<input type="checkbox"/> Track (ONLY)	_____
	<input type="checkbox"/> Ticket Booth (FF ONLY)	_____
	<input type="checkbox"/> Grandstand (FF ONLY)	_____
	<input type="checkbox"/> Press Box (FF ONLY)	_____
	<input type="checkbox"/> Concession (FF ONLY)	_____
	<input type="checkbox"/> Outdoor Restrooms (Required)	_____
<b>Total Estimated Charges</b>		\$ _____

\*Youth organizations that do not have at least 60% of members (users) residing within the Kent School District will be charged column "D" rates, plus 30%. Rates noted on separate form.

I certify that I have read the Rules, Regulations, Limitations, Hold Harmless Agreement and Insurance Requirements and have received a copy of same. Form DF-008a-02 must be signed and attached before application will be approved.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*Applicant's Signature*

Approved  Denied

Reason Use Denied \_\_\_\_\_  
Insurance \_\_\_\_\_

\_\_\_\_\_  
*Principal/Designee Signature*  
\_\_\_\_\_  
*District Athletic Director*

**TURF FIELD  
GENERAL RULES AND REGULATIONS**

- The District reserves the right to immediately terminate the use of the fields and the user agrees to immediately vacate the premises upon notification of termination for failure to adhere to the rules.
- Failure to comply with all rules and regulations may jeopardize your group's future use of KSD turf fields.
- League Coordinators, Presidents, Tournament/Event Directors, etc. are directly responsible for informing team managers, coaches, players, spectators of policies of field usage.
- Users, its member, guests and invitees will show respect and sportsmanship toward District staff, officials, opposing team(s) and spectators.
- 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.
- 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. Cost of police supervision will be charged to field user.
- The District reserves the right to require additional insurance and/or additional fees depending on type of activity planned.
- 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.
- Possession or consumption of alcoholic beverages on District property is strictly prohibited.
- Smoking or the use of any tobacco product on District property is strictly prohibited.
- Parking is allowed in designated parking stalls or marked areas only. All vehicles improperly parked at turf field site are subject to tow away at owner's expense.
- Kent School District is not responsible for loss, theft or damage to vehicles.
- User groups may not "sub-lease" their approved dates without approval from the Building and/or District Athletic Director.
- Participants, children and spectators must be under supervision of user group representative throughout the entire scheduled event.
- Use of long jump sand pit is not allowed. Please do NOT let children play in this area.
- Use of food products on the field surface is not allowed. Use of sunflower seeds or chewing gum is strictly prohibited and charges (fines) may be assessed if rule is violated.
- Animals are not permitted in the stadium or on the turf with the exception of working service animals.

I have read, understand and agree to comply with the information above:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

KENT SCHOOL DISTRICT  
Community Use Applicant's Responsibilities

1. **Timing:** An application for use of Kent School District buildings or grounds must be made on school district forms at least 10 calendar days prior to the beginning date of the intended use. All applications must include the name, home address, home and work phone numbers, and e-mail of the person(s) who will be responsible for sponsorship, supervision and security of the facility.
2. **Approval:** Applicant must receive an approved copy of the application and permit prior to usage.
3. **Insurance:** Applicant and the responsible representative(s) of the applicant organization must submit a Certificate of Insurance naming Kent School District as additional insured with the application. Applicant must exercise the proper care in the use of the school premises.
4. **Use:** It is the Applicant's responsibility to state on the application, in detail, the intended use of the facility.
5. **Payment:** Applicant must have prior use invoices paid in full before a new application will be considered.
6. **Damage:** Application for a school facility shall constitute acceptance by the Applicant of the responsibility for any damage done as a result of its use of school facilities. In the event damages occur, Applicant shall accept the Business Manager's estimate as to the cost to repair the damage.
7. **Gym Shoes:** Applicant group must wear appropriate shoes for activities for the duration of the activity.
8. **Supervision:** Applicant must provide satisfactory adult supervision of all activities for the duration of the activity.
9. **Conduct:** Boisterous conduct, profane or improper language, use of alcoholic beverages, and other objectionable practices will not be allowed and must be controlled by the using organization. Smoking will not be permitted in or on any school district property per Policy 4215. Alcoholic beverages, illegal drugs and narcotics are prohibited for possession or consumption on school premises and school grounds.
10. **Clean-up:** 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.
11. **Cancellation:** Applicant will notify both the Building Administrator and the District Athletics/Activities Department of any cancellation of previously scheduled facilities in ample time to plan according. In case of failure to do so, the District may bill for expenses incurred in preparation for use of the facilities requested.
12. **Inappropriate Use:** Applications will be disapproved for any use which, in the judgment of the Business Manager or Athletic/Activities Director may be contrary to the best interest of the schools or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. This shall include proper police and fire protection where necessary.
13. **School Representative:** A member of the District's custodial staff, or designee(s) approved by the Principal must be present whenever community activities take place within a building.
14. **Cancellation-Modification:** The District reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it deems such action advisable and for the best interests of the District, or to modify its policies at any time.
15. **Certification:** By signature of its representative below, Applicant certifies that it has read the application and attachments, understands the responsibilities contained herein and agrees to comply with and abide by the commitments set forth herein.
16. **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.

User/Group Name: \_\_\_\_\_  
Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_