



# Tracy Unified School District

## FACILITY USE STADIUM CHECK-IN

### Before Use Checklist

By signing this form, the Renter agrees to Stadium Rules and is aware of emergency exit locations. **Alcohol, tobacco, chewing gum and sunflower seeds are prohibited in stadiums. Food, drinks (plastic water only), stakes and/or pegs prohibited on track and artificial turf. Tarps, generators, pegs or stakes are prohibited on any grass areas.** Concession building and rest rooms are not available to renters. Renter is responsible for supervising everyone in their organization including spectators and children.

**Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Open Time:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**√Signature of District Employee Opening Facility:** \_\_\_\_\_

**√Signature of Organization Representative:** \_\_\_\_\_

**√Print Name:** \_\_\_\_\_

### Checklist for condition of each area before use:

| Clean                    | No Damage                | Area                                | Exceptions Noted: |
|--------------------------|--------------------------|-------------------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Artificial Turf and Track           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Home Bleachers                      |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Visitor Bleachers                   |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Press Box                           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | PA System – test equipment working  |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Scoreboard – test equipment working |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Microphone – test working           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Grounds debris and trash            |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Football Practice field if approved |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Lot                         |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Flag                                |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Goal Pads                           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                               |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                               |                   |

*High School Lockers are not available to Renters with the exception of Millennium High School*

### Custodian and Renter describe any check-in issues:

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Time stadium lights turned on: \_\_\_\_\_ AM/PM



# Tracy Unified School District

## FACILITY USE STADIUM CHECK-OUT

### After Use Cleaning Checklist

**Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Close Time:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

#### Checklist for condition of each area after use:

| Clean                    | No Damage                | Area                                | Exceptions Noted: |
|--------------------------|--------------------------|-------------------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Home Bleachers                      |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Visitor Bleachers                   |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Press Box                           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | PA System – test equipment working  |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Scoreboard – test equipment working |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Microphone – test working           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Grounds                             |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Football Practice field if approved |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Flag                                |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Goal Pads                           |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Lot                         |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                               |                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                               |                   |

#### Custodian and Renter describe any Check-Out issues:

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Time Organization last game ended: \_\_\_\_\_ AM/PM  
 Time Organization checked out: \_\_\_\_\_ AM/PM  
 Time stadium lights turned off: \_\_\_\_\_ AM/PM  
 Time assigned custodian departed: \_\_\_\_\_ AM/PM

√**Signature of District Employee Closing Facility:** \_\_\_\_\_

√**Signature of Organization Representative:** \_\_\_\_\_

√**Print Name:** \_\_\_\_\_

*If renter did not perform required clean-up and additional time is required to complete clean and close, you will need to obtain authorization from one of the following employees:*

*Maintenance Coordinators: 321-3067 or 321-3595; KHS Maintenance Supervisor: 321-4069,  
 THS Maintenance Supervisor: 321-321-0349, WHS Maintenance Supervisor: 321-3625 or  
 Director of BMO/Facility Use: 321-3708 or Other: 321-0984*

*For Facility Use Questions or Conflicts contact Facility Use Coordinator: 321-1245*