

1. NO PERMIT – NO ENTRY TO STADIUM

- a. The Applicant, as described in the definitions section of appendix C, must have a hard copy of the organization's approved permit in their possession whenever an external use activity is in progress – an electronic version on a personal phone is not acceptable
- b. Only the assigned custodian and one representative from the External Renter organization may be allowed in the stadium at the time the facility is being opened to complete the check-in form
- c. Once the check-in form is completed the remaining members of the External Renter organization may enter the stadium

2. OPEN & CLOSE TIME

- a. Changes to the open or close times must be requested from and approved by the Facility Use department 72 hours in advance
- b. External Users must be present at the open time indicated on their approved permit
- c. Custodian must annotate on the check-in form if an External User arrived or departed early or late
- d. Custodian is not authorized to open stadium earlier or later than approved permit
- e. The custodian is allowed one hour after the Facility User departs to perform his/her duties. If there is not enough time – custodian must call their maintenance supervisor or Director of Building/Maintenance/Operations/Facility Use for approval of more time. User will be invoiced accordingly

3. ITEMS TO INSPECT DURING CHECK-IN AND CHECK-OUT

- a. Bleachers
- b. Press Box
- c. Grounds for trash debris in stadium and parking lot
- d. Football practice field when applicable
- e. If the stadium has trash debris upon check-in, the custodian is required to clean the areas presentable to the facility user. Note on the check-in form
- f. Ticket Booth- which is not available to any external renter except Millennium High School
- g. After check-in is completed, the custodian and external renter must sign the check-in form. The custodian gives the external renter the yellow copy of the check-in form after both parties have affixed signatures to the document
- h. High Jump system covered

4. REST ROOMS

- a. Stadium rest rooms are not available to external renter. Portable toilets are required by external renter unless other arrangements have been made
- b. External renter may use pop-up tent in district pre-approved areas (not grass, track or turf) for weigh-ins

5. CUSTODIAL/UTILITY II RESPONSIBILITIES

- a. Unlock entrance gate and press box
- b. Patrol stadium, parking lot, or other assigned areas at all times
- c. Keep unauthorized people out of artificial field/track fenced area
- d. Activate scoreboard and verify it operates properly
- e. Unless directed otherwise, the purpose of the assigned custodian is to remain in the assigned work area or areas required to fulfill his or her responsibilities.
- f. Ensure barbeques are 10 feet away from any building or structure
 - i. Place drip pans or tarps under barbeques to avoid spillage on pavement
 - ii. Never dump grease, oil, briquettes or barbeques anywhere on TUSD property or garbage cans or dumpster. If accident spill occurs, custodian is to provide an oil absorbent and clean properly
 - iii. Ensure barbeque grills are operated on concrete or asphalt surfaces only
- g. Report all violations of stadium rules to representative of external renter
- h. Activate stadium lights at dusk and deactivates after the event is complete and stadium is cleaned
- i. Provide trash can liners and empties trash cans as needed during the scheduled event
- j. The external user is responsible for thoroughly cleaning the stadium after use. If the external user refuses to clean the stadium to specification, custodian is required to obtain overtime authorization from high school Maintenance Supervisor or Director of MOT. External user will be charged applicable hourly custodial fees
- k. Parking Lot patrol
- l. Empties all trash cans to dumpsters (home, visitor bleachers, football practice field and parking lots)
- m. Do not carry trash bags or cans across track or turf. Drive mule or walk around and make sure bag is not leaking if so, double up the bag
- n. Turns off lights and secure and lock all gates
- o. If the assigned custodian is unable to commit to the overtime assigned or has an emergency and cannot complete his or her assigned duties, the custodian must contact his or her supervisor to arrange coverage. If other arrangements cannot be made, the custodian must contact the Stand-By Person at (209) 321-1329. If the custodian contacts the Stand-By person for any reason other than an emergency, he or she will be charged for the overtime he or she reports to the district.

6. EXTERNAL USER RESPONSIBILITIES

- a. Supervise all children present, leaving no child unattended
- b. Assign patrol at each gate to the field
- c. Prepare food in the approved areas only

7. EXTERNAL USER PROHIBITIONS

- a. Do not allow chewing gum, sunflower seeds, glass containers in the stadium
- b. Do not use permanent restroom facilities in the stadium or on school campus. Use portable restrooms as necessary.
- c. Do not use campus locker rooms (with the exception of Millennium High School)

- d. Do not use district owned equipment, including yard markers, end zone pylons, 10-yard chain set, mechanical or electrical vehicles, etc. unless specifically authorized in the permit
- e. Do not use vehicles on track or artificial turf in the stadium – emergency vehicles only
- f. Do not allow any external users inside the field/track area except coaches and participants
- g. Do not allow rubber or hard plastic cleats on track – use mats if provided for crossing. Do not allow metal cleats into any TUSD stadium
- h. Do not allow spikes on turf
- i. Do not allow drinks, other than bottled water on turf
- j. Do not use district owned ice machines. TUSD does not provide ice.
- k. Do not insert any stakes, pegs, nails, or any other fastener into turf or track
- l. Do not use extension cords (which are tripping hazards, and may trip electrical breakers). Use only site outlets designated in the use permit. If the renter trips an electrical breaker the assigned custodian is only authorized to reset breaker one time
- m. Do not allow vehicles on the artificial turf
- n. Do not enter concession buildings for any reason
- o. Do not park in undesignated areas. Park in designated parking spaces
- p. Do not use baseball, softball, tennis or grass fields without an approved permit
- q. Do not use tape on track, chalk marking ok.

8. OPERATION OF SCOREBOARDS

- a. The assigned custodian is the **ONLY** authorized person to activate or deactivate the scoreboard
- b. Once activated by a custodian or other TUSD employee, scoreboard equipment may be operated only by Adults 21 years of age or older

9. EXTERNAL RENTER SOUND EQUIPMENT

- a. In consideration for neighbors, the Press Box sound system volume will be in locked position for all users.
 - i. External users must bring their own audio cables to connect music to school audio system.
 - ii. An outlet is available at the bottom of the home side bleachers at the 50-yard line mark.
- b. Microphones:
 - i. High School stadiums have wired microphones
 - ii. Access to a district owned microphone is not guaranteed.
- c. No public address speaker sounds may be transmitted before 10:00 AM or after 9:00 PM

**ASSIGNED CUSTODIAN AND FACILITY USER ARE TO REPORT ANY
ISSUES TO THE FACILITY USE DEPARTMENT WITHIN 24-48 HOURS
Monday-Friday– 830-3297**

The District and its School Sites reserve the right to deny usage of any school equipment in the discretion of the District or School Site personnel. This could include chairs, tables, and/or microphones. Refer to Stadium rules for high school sports equipment.

High School Sport Equipment Not Allowed By External Renters	
Baseball Softball	Baseballs, bats, bases or scoreboards
Basketball	Basketballs, timing equipment, score clocks or scoreboards
Cheer	Mats
Football	Yard Markers, end zone pylons, 10 yard chain, Huddle software, end zone camera
Pool	Kick boards, water polo balls
Soccer	Soccer balls (<i>Goal and Nets are moved into storage at the end of each High School Season</i>)
Tennis	none
Track & Field	High Jump System, Pole Vault landing systems and all equipment, starting blocks, hurdles. Shot Put and Discus areas are not available for use
Wrestling	Mats
Volleyball	Nets, balls

The District does not provide set-up or takedown for External Renters or External Users. Equipment use is limited to what is available in the stadium and approved by the school site requested in the Application.

When a scheduled use includes use of District furniture or equipment, the External User will inspect said furniture and equipment prior to use to ensure safety of External User’s attendees and participants.

ASSIGNED CUSTODIAN AND FACILITY USER ARE TO REPORT ANY ISSUES TO THEIR SUPERVISOR OR FACILITY USE DEPARTMENT WITHIN 24 HOURS OR NEXT BUSINESS DAY

If renter did not perform their required clean up, and additional time is required to complete clean and close, custodian will obtain authorization to work overtime from the following employees charged to the renter.

Director of MOT: 321-3708 Maintenance Coordinator: 321-6229
High School Maintenance Supervisors:
Kimball High: 321-4069
Tracy High: 321-0349
West High: 321-6215