



# Welcome to ISD 742 St. Cloud Area School District

800 7<sup>th</sup> Street S. Waite Park, MN 56387 (320)370-8200



**District Rental Facilities Policy Statement:** The School Board encourages maximum use of school facilities by community groups and individuals.

## **Rules And Procedures For Turf Stadium Use:**

Please note these rules & procedures for facility use; you are responsible for ensuring these guidelines are met.

### **Be Responsible:**

- The individuals named on the facility use request and the group in whose name the facility use request is issued, are jointly responsible for the use of the facility.
- The individuals named on the facility use request and the group named on the facility use request, are jointly required to assume full responsibility for the personal injury of any participant or spectator.
- Competent adult supervision (21 years or older) must be provided by the group during the entire period of use.
- The group supervisor will be held responsible for compliance with the rules, general behavior and safety.

### **Facility Restrictions:**

- Metal cleats, high-heel shoes and chairs are not allowed on the field turf.
- Driving in the stadium and on the fields with any type of motorized vehicle is prohibited.
- No dogs or other animals are allowed in the stadium. Except for Service animals.
- No spikes, or any form of in-ground anchoring (do not puncture the turf surface).
- No food or drinks (other than water) are allowed on the turf field.
- No chewing gum or sunflower seeds.
- No littering; Team areas and fields are to be kept clean of garbage and debris.
- Do not move turf field designated goals or equipment outside of the turf field.
- Do not bring non-turf field goals onto the turf.
- Do not drag nets on the field; use the wheels or carry them.
- Do not push/pull/shove/slide turf field goals against the direction of the wheels while they are down and engaged; this shearing action damages the wheels.
- Do not track grass into the stadium. Brush off grass outside the gate.
- Only players, coaches, managers, volunteer lines people and officials are allowed on the field-all spectators must remain behind the field perimeter fence.
- No access to team rooms unless pre-approved from Facilities
- No access to the concession stand during high school designated seasons; ISD 742 reserves the right to run concessions during stadium rentals.
- No access to videoboard or sound unless pre-approved from Facilities and work will be performed by ISD 742 staff.
- Renters are not allowed to change field setup. If changes are requested, arrangements must be made through the ISD 742 facilities staff and work will be performed by ISD 742 staff.

### **Stadium Rental Fees Include:**

- Access to turf stadium.
- Use of field as currently set up. Alterations must be pre-arranged through ISD 742 facilities staff and there will be maintenance charges for alterations.
- Use of stadium bleachers.
- Use of stadium bathrooms, when available.

**Additional Fees:** Available upon request; requests must be made through ISD 742 facilities staff a minimum of ten business days prior to the event.

- Lights
- Non-field equipment (tables)
- Access to electricity
- Scoreboard/pressbox
- Tech Assistant to work the scoreboard/pressbox
- Custodian fee for bathroom cleaning post-event.
- Custodian fee for removal of garbage post-event.
- Stadium Supervisor assigned by ISD 742.

**Examples Of Non-Acceptable Use:** Requests will be denied based on potential damage to the field.

**Examples include, but are not limited to, the following:**

- Outdoor Volleyball, Badminton
- Field Hockey
- Baseball, Softball
- Bocce, Lawn Darts, Horseshoes, Water Balloons, or other picnic/party games

**Plan Ahead:**

- Advance arrangements must be made for changes to field equipment or layout.
- Use is limited to the field, bleachers, and restrooms. Access to electricity, scoreboard/press box, equipment, etc. must be requested through the facilities office ten business days prior to the event.
- Please notify the facility coordinator if you plan to sell concessions or have refreshments on site.
  - The concession stand and equipment will not be available for use during the regular high-school season.
  - Any concession equipment needed must be obtained or arranged by the hosting organization.
  - All miscellaneous equipment needed (such as extension cords, spoons, etc.) must be provided by the host organization.
  - A food license must be obtained if the group sells anything other than pre-packaged food.
  - ISD 742 reserves the right to run concessions during facility rentals.

**Cancellations:**

- Notify the facility coordinator of any cancellations at least ten business days prior to the scheduled use or facilities staffing charges may be assessed.

**Unauthorized Use Of Facilities Or Equipment:** All facility and equipment use must be requested in advance and authorized by the facility staff, including ISD 742 staff use for any activity that has not been assigned to them by their supervisor. Unauthorized use of facilities and/or equipment may result in:

- Charges for use per facilities fee schedule.
- Charges for cleaning of facilities after use, plus any repair, supply or maintenance fees required due to use.
- A fine to be assessed by the facilities staff to the individual or organization for unauthorized use of facilities/equipment.

A stadium supervisor will be present throughout your use. If you need assistance, please contact them.