

**ANACORTES SCHOOL DISTRICT #103
RICE FIELD/SEAHAWK STADIUM USE APPLICATION**

Phone 360-293-1236

Please **read and complete all pages** of the application. Sign and return to: Anacortes High School, 1600 20th Street, Anacortes, WA 98221
FAX 360-299-0449

Please allow at least TEN (10) working/school days for your application to be processed

Once permission is granted, a copy of the Field Use Permit will be issued as a Confirmation. **Do not send money with your application – invoices are sent the first week of each month, after your use.**

A CURRENT COPY OF YOUR INSURANCE CERTIFICATE IS REQUIRED AT THE TIME OF APPLICATION

Name of Organization: _____ Today's Date: _____

Applicant's Name: _____ Contact Person: _____

Address: _____ City _____ State _____ Zip _____

Billing Address (if different than above): _____

Two (2) Phone Contact Numbers: Day _____ Eve. _____

Email Address: _____

Type of Activity: _____ Admission Fee: Yes No
Fundraising: Yes No

Date(s) Requested: _____ Day of the Week _____

Time: _____ to _____ Time Event Begins: _____ # of Teams: _____
(Open/Set-up) (Close/ Clean-up) # of Participants _____

CHECK APPROPRIATE BOXES BELOW FOR AREAS TO BE RENTED.

_____	Stadium (Field, stands, locker rooms & restrooms; includes plaza)
_____	Memorial Plaza Only (includes restrooms)
_____	Press Box
_____	Announcer
_____	Press Box Operator (scoreboard/clock)
_____	Field Lights
_____	Concession Stand

Note: Stadium supervisor and custodial services, and their associated fees, are required as part of rental, per district policy.

As the agent for the organization requesting use of the stadium, I have read and understand the regulations. I will make the regulations available to each team using the stadium under my request. The undersigned certifies that the information given in the application is accurate. The applicant agrees to abide by the field use regulations. The applicant agrees to protect, indemnify, and hold harmless the Anacortes School District and its employees and officers from any and all claims, liabilities, damages, or rights of action directly or indirectly arising from the use of the facilities covered by the application.

_____ verifies that it does not discriminate against any person, per district policy, in the operation,
(User group/ organization)
conduct or administration of its program.

Signature of Applicant Date

Office Use Only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Usage Class: _____
_____ Activities & Athletics Director Signature	_____ Date

STADIUM USE REGULATIONS

School District use of fields has priority over community use. The school district reserves the right to alter or cancel the schedule of non-school activities in favor of school activities when necessitated by conflict of usage times or concern for field conditions. The following regulations must be followed for continued use of the fields:

1. School District use of fields has priority over community use. The School District reserves the right to alter or cancel the schedule of non-school activities in favor of school activities when necessitated by conflict of usage times or concerns for field conditions. Youth groups have priority over adult groups.
2. Use includes turf field, locker rooms, stands, restrooms, and ticket booth (if needed)
3. Lights must be turned off by 10 pm, per ASD policy
4. The customer organization must respect the authority of the stadium supervisor. The services of the stadium supervisor include opening/securing fields, operating lights, documenting usage times of rental fees, monitoring stadium facilities and customer use, and reporting any discrepancies in stadium condition before/after usage.
5. Adult supervision of activities is mandatory (one adult supervisor per every 100 users). The customer organization is responsible for the conduct of participants and spectators. Profane language, boisterous behavior, or other objectionable demeanor is not permitted. If large attendance is anticipated, police assistance with crowd management and traffic control is advisable. Anacortes Police Department at 360-293-4684.
6. Possession or use of alcohol or drugs is prohibited. Violations will be reported to law enforcement agencies. Tobacco products are not allowed on school district owned properties. All animals except service animals are not allowed on or off the leash on school district owned properties.
7. Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
8. Substances such as crepe/tissue paper, posters, beverages, food products, gum, tobacco, liniments, salves, etc. must be kept off the track & field because they stain and damage the surface. Only water is allowed on the track and field; absolutely no seeds or sports drinks are allowed on the field.
9. Users of the concession stand must follow the regulations of the Skagit County Health Department.
10. The use of sharp objects on the artificial turf is prohibited. Care should be exercised in moving equipment to avoid cutting or snagging the turf.
11. No skateboards, rollerblades, scooters, wheel shoes, footballs, basketballs or any other type of play equipment (Other than pre-approved equipment used for the event) are allowed in Seahawk Stadium.
12. No motor vehicles may be driven onto the track or field turf.
13. Only ¼''spikes may be used in track spikes on the runways or track. Please do not wear spikes in the grandstand area.
14. Field lights must be turned off by 10 p.m.
15. Organizations that furnish their own announcer and/or operator must receive training at least two days in advance by the Athletic Director or Stadium Supervisor.
16. Rental fees will be in accordance with established school district policy and are payable to the Anacortes School District No. 103. All fees must be promptly and fully paid upon receipt of school district billing.

17. The customer organization must advise the Anacortes High School Athletic Department (360-293-1236) during regular school hours of any cancellation of stadium rental at least two (2) days in advance of scheduled usage. Failure of timely notification will require the customer organization to pay the facility rental fee for the total number of hours reserved.
18. In case of a “no show” on the part of a stadium supervisor, call Athletic Director Erik Titus at 425-387-4795 (cell).
19. In the case of a medical emergency call 911. For facility/operations related emergencies that cannot be resolved by the stadium supervisor please call the Athletic Director (listed above).
20. The customer organization is financially responsible for damage or vandalism to school district property during its sponsorship activities. Litter must be collected and equipment removed at the conclusion of field usage. If it is necessary for the school district to repair damages or clean the premises, the customer organization will incur the costs.
21. The customer organization must abide by the policies of the Anacortes School District, the regulations of local government, and the laws of the State of Washington. Fire and safety codes must be enforced. Liability insurance for bodily injury of participants and spectators or for property damage to school district facilities is the responsibility of the customer organization. Proof of insurance is required at the time of application.
22. The Seahawk Athletic Booster Association & Anacortes Youth Sports Coalition has an agreement with the district to provide all concession sales. All other users interested in selling concession items must meet with Athletic Director for permission and policies.
23. The superintendent will develop procedures for public access to the field. Such procedures will be communicated to renters and the general public.

USER FEES

Class “A” Use	Anacortes School District Sponsored Events
Class “B” Use	Community Recreational Activities: B-1 Anacortes youth and adult sport/recreation events B-2 Youth sport/recreation events outside Anacortes B-3 Adult sports/recreations activity outside Anacortes
Class “C” Use	Commercial and for-profit organizations
Private “P” Use	Private parties; such as receptions or weddings. No alcohol is allowed on school property.
Class “FR”	Non-profit fundraisers. Must be approved by superintendent.

Facility	A	B-1	B-2	B-3	C	P	FR
Stadium (per hour)	N/C	20.00	45.00	70.00	135.00	85.00	25.00
Lights (per hour)	N/C	20.00	45.00	45.00	45.00	45.00	25.00
Press Box (per event) *	N/C	20.00	20.00	20.00	20.00	20.00	20.00
Press Box Operator (per hour)	N/C	20.00	20.00	20.00	20.00	20.00	20.00
Announcer (per hour)	N/C	20.00	20.00	20.00	20.00	20.00	20.00
Custodial (per hour)	N/C	10.00	30.00	30.00	30.00	30.00	30.00
Stadium Supervisor (per hour)	N/C	0.00	20.00	20.00	20.00	20.00	20.00
Concession Stand (per event)	N/C	30.00	50.00	50.00	50.00	50.00	50.00
Memorial Plaza (per 4 hour minimum)**	N/C	80.00 (20/hour)	120.00 (30/ hour)	140.00 (35/hour)	280.00 (70/hour)	160.00 (40/hour)	80.00 (20/hour)
Entire facility (per 24 hours) for non-profit fundraising	N/A	N/A	N/A	N/A	N/A	N/A	500.00

* One event constitutes two soccer games, one football game or one track & field meet.

** Memorial Plaza rental includes lights, restrooms, ticket booth (if needed). Rate does not include custodial and stadium supervisor fees.

ANACORTES SCHOOL DISTRICT
HEAD INJURY & SUDDEN CARDIAC AWARENESS POLICIES

Compliance Statement for HB 1824, **Youth Sports-Head Injury Polices** and SB 5083, **Sudden Cardiac Arrest Awareness**.

_____ requests the use of the Anacortes School District facilities for the following dates:
Organization name

_____.
Rental dates

_____, a private non-profit youth sports group, verifies all coaches, athletes and their parents/guardians have complied with mandated policies for the **Management of Concussions and Head Injuries** as prescribed by HB 1824, section 2 and **Sudden Cardiac Arrest Awareness** as prescribed by SB 5083, section 3.

Attached is proof of insurance under an accident and liability policy issued by an insurance company authorized to do business in Washington State covering any injury or damage with at least \$50,000 due to bodily injury or death to one person and at least \$100,000 due to bodily injury or death to two or more persons.

Signed:

Organization Representative

_____(Date)

*Note: Access to school facilities may not be granted until all requirements of this application are complete and approved by the school district &/or designee.



Anacortes School District 103

2200 M Avenue Anacortes, Washington 98221

Phone: 360-293-1200 / Fax: 360-293-1222

<http://www.asd103.org>

Date: January 26, 2017
From: Mark Wenzel, Superintendent
Re: Use of Concession Stands

In recent years, we have all become much more aware of the increase in food allergies and food-borne illnesses. As a result, groups serving or selling foods in our concession stands must obtain a temporary permit from the Skagit County Health Department to prepare and/ or serve food on-site. Information on how to obtain a permit and what type of permit(s) may be required for specific events can be obtained from:

SKAGIT COUNTY PUBLIC HEALTH
700 South Second Street, Room 301
Mount Vernon, WA 98273
Phone (360) 416-1500
<http://www.skagitcounty.net/Departments/HealthFood>

If you intend to serve food that would require a permit, please submit the approved permit(s) along with your Facility Use Agreement.