



Evergreen Public Schools

GENERAL GUIDELINES GOVERNING FIELD USE FOR SPORTS GROUPS

Welcome to Evergreen Public Schools! We are pleased to be able to share our facilities with your group and ask your cooperation in making the rental process run smoothly. Please share these guidelines with your coaches, players, and parents.

Field Assignment:

Management of the athletic fields in Evergreen Public Schools is the responsibility of the Building Rentals Specialist. Fields are available with priority given to school activities followed by Community Education activities, youth sports groups, and adult sports groups.

Use Requirements:

- Certificate of insurance required naming Evergreen Public Schools as an additional insured.
- Team rosters must be provided to Building Rentals. Majority of players must be Evergreen Public School students.
- Signed Facility Use Agreement must be on file with Building Rentals 10 days before use start date.
- Coaches must be able to produce current field use contract and associated field map, if requested, while on District property.

Field Availability:

- Fields are available for use after school hours 5:00PM to dusk and on weekends 8:00AM-8:00PM. A Facility Use Agreement is required for an organized group to utilize fields.
- Use designated field(s) during contracted times only. **No-Use** dates are strictly enforced.
- Please do not arrive early so as not to interfere with possible school activities or child care.

Maintenance:

Athletic field maintenance and operation is the responsibility of Evergreen Public Schools. Although the District does not require private groups/clubs to perform maintenance and repairs, some private organizations have routinely provided materials and/or manpower to repair or upgrade fields. Improvements, such as mowing, weed spraying, fertilizing, or changing configuration, to the fields must be coordinated with the District Maintenance staff (through the Building Rentals Specialist).

Additional Guidelines:

- Driving of vehicles on the fields is not allowed.
- Group may not store equipment on school property.
- District may furnish nets, backstops, and goals only. Group will furnish all balls, bats, bases, racquets, and other items necessary for intended use.
- Bleachers are not allowed.
- Use of tobacco, alcoholic beverages, and/or narcotics is not allowed on District property.
- Boisterous conduct and/or use of profane or other improper language is not allowed on District property.
- Please remind your members of your group, as well as visitors with your group, that the following activities are not allowed on District property: golfing, archery, skating, skateboarding, stunt biking, motor biking.
- Pets, dogs, or livestock are not allowed on District fields.
- Group is responsible for leaving the field area(s) clean and for removing own trash.
- No access to building restrooms. If your group chooses to have a port-a-potty placed on District property, please contact Building Rentals. Permission prior to placement is required.

There are many facility users in the Evergreen Public Schools and everyone is best served by working together. I hope that you enjoy the use of the facilities and sincerely appreciate your cooperation.

BUILDING RENTALS

13501 NE 28TH STREET / PO BOX 8910 | VANCOUVER WA 98668-8910
PH (360) 604-4009 | FX (360) 892-5307 | EMAIL aburbach@egreen.wednet.edu

Updated 02-25-08