

Baseball / Softball Game Field Usage Procedures

In an effort to support youth in the community, the Jessamine County Board of Education will consider game field rental requests from non-school related organizations sponsoring middle and high school age baseball and softball programs using the following guidelines:

The costs for Jessamine County Schools baseball and softball field rental will be PAID in ADVANCE. The district may set rates that are an approximation of actual costs and these rates may change without notice. Current rates are presented on the application for use.

To preserve the quality of our field conditions, no single rental request will exceed 10 game dates and only two rental requests will be approved for any single user/organization during the period starting June 1 and ending November 1 of each year.

The board requires that a district employee serve as a "caretaker" for the facility and that they be present at all times during the event. An hourly rate beyond the basic cost for rental will be charged to cover this expense. While coaches are prohibited from contact with players outside the regular season as defined by KHSAA, they may volunteer their service for the "caretaker" role which will result in a waiving of the district personnel hourly fee; however, they will be responsible for completing all duties as detailed in the Volunteer Agreement. All other use fees will apply.

Field houses, hitting facilities, concession stands, or ticket booths, will not be available as part of a rental agreement. Press boxes and all electronic equipment (scoreboards, sound systems, field lights, etc) will be opened and used only under the supervision of assigned district personnel. Restroom facilities will be available. All field preparations are the sole responsibility of the user/organization.

The user/organization is responsible for supervision of restrooms or grounds and the monitoring of the behavior of participants and attendees. The board reserves the right to deny rental to users/organizations that do not maintain proper decorum and/or care of district facilities.

Use of any school facility for profit is prohibited. Users/organizations holding documented IRS non-profit status may charge an admission fee and may sell concessions however, the collection of participation fees from opposing teams for use of a district facility is prohibited.

The user/organization shall be responsible and liable for any injuries or damages resulting from use of school facilities and shall indemnify and save harmless the Jessamine Board of Education, all school officers, agents, and employees from any liability whatsoever which may occur as a result of activities conducted on school property during the approved rental event.

A certificate of liability insurance (demonstrating coverage of \$1,000,000 each occurrence and \$1,000,000 aggregate) naming the Jessamine Board of Education as the additional insured must be provided by the user/organization. Liability insurance coverage is the responsibility of the user/organization and must be submitted with this form or already be on file with the Director of Finance of the Jessamine County Schools. Additionally, outside organizations applying for use of sports fields must also present proof of Catastrophic Injury Coverage equal to that provided to Jessamine County School's student athletes.

Facilities shall be used in accordance with their designed purpose and all district policies will be observed. The user/organization shall be liable for any damages or loss which occurs.

Use of the school facility must not violate any law or ordinance of any kind.

The use of all tobacco products is prohibited in all school facilities.

Absolutely no alcoholic beverages shall be served or consumed on school property, including parking lot and grounds.

To protect facilities and field conditions, the board reserves the right to cancel events due to inclement weather. The responsibility for cancelling or postponing games in advance of play lies with the District Athletic Director. Should attempts to reschedule the event fail, a refund of prepaid fees will be provided.

In the event that lightening is observed or thunder is heard while baseball/softball players are on the field, all activity will immediately be stopped. Players, coaches, and fans will be instructed to leave the field and move to a safe building or personal vehicle. Fields may not be occupied nor may play be resumed sooner than 30 minutes after the last lightening or thunder occurs. At no time will an athlete be permitted to play in unsafe weather conditions.

The Jessamine Board of Education shall, in all cases, have the final decision governing the use of school facilities and reserves the right to terminate a field use agreement at any time.

Rental procedures:

1. User/organization contacts the District Athletic Director to receive application for use packet.
2. District AD contacts the school to confirm availability and to reserve dates and location.
3. Renter completes application and submits payment and proof of liability insurance to district business office.
4. The district business office contacts the school and District Athletic Director to confirm receipt of proper documents and fees which completes the process.

Fees:

Baseball / Softball Field	\$12.00 per hour (avg. game time)
Press Box (inc. sound and scoreboard)	\$10.00 per hour
Field Lights (no-partial lighting)	\$60.00 per four hour minimum use
District Personnel (required)	\$30 per hour (avg. game time plus 1 hour)

Jessamine County District Caretaker Volunteer Agreement

Name: _____

School of employment: _____

User/organization requesting Field Use Agreement: _____

Date(s) of use: _____

Responsibilities of the District Caretaker:

- Open gates and restrooms and assist the user/organization with access to press box, sound system, scoreboard, and lights (if needed).
- Assist the user/organization with field preparations using only materials provided by user/organization. No district purchased materials (paint, drying agent, etc) will be used for field preparation.
- Monitor and facilitate cleanliness of field areas, bleachers, press box, and bathrooms at all times.
- Monitor weather conditions and facilitate stoppage of play, cancellation or postponement of activities after games have begun. In the event that lightening is observed or thunder is heard while baseball/softball players are on the field, all activity will immediately be stopped. Players, coaches, and fans will be instructed to leave the field and move to a safe building or personal vehicle. Fields may not be occupied nor may play be resumed sooner than 30 minutes after the last lightening or thunder occurs. At no time will an athlete be permitted to play in unsafe weather conditions. Stoppage of play, cancellations or postponement will be reported to the District Athletic Director as soon as possible.
- At the end of the event:
 - Ensure that all participants and spectators have exited facilities
 - Turn off sound system and scoreboard
 - Ensure bathrooms are cleaned, re-stocked, and locked
 - Turn off field lights
 - Secure all facilities (including storage areas).

With my signature, I willingly accept the responsibility of serving as the "District Caretaker" for all dates designated in the Field Use Agreement as described above. I acknowledge that I will not receive payment from the Jessamine Board of Education for my role as the District Caretaker.

Signed

Date

Jessamine County Schools Baseball / Softball Field Rental Application

User / Organization: _____

Official Representative: _____

Address: _____

City/St/Zip: _____

Location of field: _____

Check one: Baseball _____ Softball: _____

Fees:

Baseball / Softball Field \$12.00 per hour (avg. game time)
 Press Box (inc. sound and scoreboard) \$10.00 per hour
 Field Lights (no-partial lighting) \$60.00 per four hour minimum use
 District Personnel (required) \$30 per hour (avg. game time plus 1 hour)

Game Date	Times	Field Cost	Personnel Cost	Lights Y/N	Light Cost	Total Cost
					Total	

Official Representative *Date*

District Use Only

- _____ Approved by school
- _____ Proof of current liability and catastrophic injury insurance
- _____ Fee Payment
- _____ District Personnel Assigned

Board Chairman *Date*

District Athletic Director *Date*