

Revised 9/09

OAK HARBOR SCHOOL DISTRICT #201  
WILDCAT MEMORIAL STADIUM USE APPLICATION

Please read and complete both sides/pages of the application. Sign both pages and return to: Oak Harbor High School, #1 Wildcat Way, Oak Harbor WA 98277 Phone 360-279-5400 FAX 360-279-5792

**Please allow 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

Fund Raising:  Yes  No

Date(s) Requested: \_\_\_\_\_ Day of the Week \_\_\_\_\_

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

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. Adult supervision of activities is mandatory. Renters must provide 1 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 attendance is anticipated to exceed 2000 it is advised contact be made with the Oak Harbor Police Department (360-279-4600) for assistance with crowd management and traffic control.
3. 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.
4. The customer organization is financially responsible for damage or vandalism to school district property during its sponsorship of activities. Litter should 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.
5. The customer organization must abide by the policies of the Oak Harbor 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.

**CHECK APPROPRIATE BOXES BELOW FOR AREAS TO BE RENTED.**

- \_\_\_\_\_ Stadium (Field, Locker rooms & restrooms)
- \_\_\_\_\_ Event Announcer
- \_\_\_\_\_ Stadium Supervisor \_\_\_ event X \$50.00/event
- \_\_\_\_\_ Press Box Operator (scoreboard/clock)
- \_\_\_\_\_ Field Lights
- \_\_\_\_\_ Concession (OHHS Boosters have first option)
- \_\_\_\_\_ Ticket booth

**FOR USE OF WILDCAT MEMORIAL STADIUM THE CUSTOMER MUST SIGN BELOW BEFORE THE APPLICATION CAN BE PROCESSED.**

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 Oak Harbor 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.

\_\_\_\_\_, a community athletic program, verifies that it does not discriminate against any person  
(User group/ organization)  
on the basis of sex in the operation, conduct or administration of its program. (9/2009)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
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. 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 reporting any discrepancies in stadium condition before/after usage.
2. Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf. Only coaches, participants, officials and authorized personnel are permitted on the playing fields.
3. Substances such as crepe/tissue paper, posters, beverages, food products, gum, tobacco, liniments, salves, etc. must be kept off the artificial turf because they stain and damage the surface. Absolutely no seeds are allowed on any field.
4. 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.
5. Rental fees will be in accordance with established school district policy and are payable to the Oak Harbor School District No. 201. Advance deposit on rental fees may be required. All fees must be promptly and fully paid upon receipt of school district billing.
6. The customer organization must advise the Oak Harbor High School Athletic Department (360-279-5708) 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 any expense incurred by the school district.
7. The school district reserves the right to cancel stadium/field usage when it deems such action necessary. Advance deposit on rental fees will be refunded to the customer organization.
8. In case of a "no show" on the part of a stadium supervisor, use the call list below.  
Nicki Luper, Athletic Director 425-308-6987 or Bill Armbrust, Maintenance Supervisor 360-914-7532
9. In the case of a medical emergency call 911. For facility/operations related emergencies that can not be resolved by the stadium supervisor please use the call list above.
10. Adult supervision of activities is mandatory (1 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. Oak Harbor Police Department (360-279-4600).
11. 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. Animals are not allowed on or off leash.
12. The customer organization is financially responsible for damage or vandalism to school district property during its sponsorship activities. Litter should 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.

13. The customer organization must abide by the policies of the Oak Harbor 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.
14. No skateboards, rollerblades, scooters, wheel shoes, footballs, basketballs or any other type of play equipment (Other than that used for the event) are allowed in Wildcat Memorial Stadium.
15. No motor vehicles may be driven onto the track or field turf.
16. The Oak Harbor High School Athletic Booster Club has an agreement with the district to provide all concession stand sales. If the boosters are not able to run concessions the customer may rent the concession stand for 20% of their profit from concession sales or a minimum of \$40.00. Request to have the concession stand run by the boosters or for customer rental must be made 2 weeks in advance of the event.

**USER FEES**

- Class "A" Use:** Oak Harbor School District Sponsored Events, ASB, students or school functions.
- Class "B" Use:** Community Recreational Activities:
- B-1 Youth sport/recreation events within Oak Harbor School affiliated non profit groups (PTA's), public interest or community service organizations not associated with OHSD.
  - B-2 Adult sports/recreation events within Oak Harbor not associated with OHSD
  - B-3 Youth sports/recreation events outside Oak Harbor
  - B-4 Adults sports/recreations activity outside Oak Harbor
- Class "C" Use:** Commercial and for-profit organizations

FACILITY	A	B-1	B-2	B-3	B-4	C
Stadium * (per hour)	N/C	\$25.00	\$35.00	\$45.00	\$70.00	\$135.00
Lights (per hour must be off by 10:00PM)	N/C	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Press Box** (per event)	N/C	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Custodial***	N/C	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Stadium Supervisor**** (per event up to 3 hours)	N/C	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

- \* Rate doubles if the activity is revenue producing.  
Stadium use includes: turf field, locker rooms and restrooms.
- \*\* Rate includes the press box and one (1) operator. (2 soccer games = 1 event, 1 football game = 1 event, 1 track & field meet = 1 event). An announcer will be an additional \$20.00 per event.
- \*\*\* All custodial fees are based on an hourly rate with a minimum of two hours per booking.
- \*\*\*\* Rate is \$40.00/ hr for each additional hour (over initial 3 hours) for stadium supervisor.

**For the District to clean litter from the facilities following an activity, an additional fee will be charged for field assistance overtime. In the event of damages, the user will reimburse the Oak Harbor School District for the cost of repairs.**

<b>STAFF USE ONLY:</b> Priority User Group Number _____ Certificate of Insurance needed? Yes / No Approval By: Athletic Director _____ Date _____  Maintenance _____ Date _____ Business Office _____ Date _____ Custodial _____ Date _____  <b>CUSTODIAL USE ONLY:</b> Custodian Assigned _____ Time in _____ Time out _____	<b>FOR OFFICE USE ONLY</b> Stadium _____ hours/ X \$ _____ \$ _____ Field Lights _____ hours X \$45.00/hr \$ _____ Press Box Operator _____ event X \$ 20.00 \$ _____ Event Announcer _____ event X \$20.00 \$ _____  Custodial Fee _____ hours X \$30.00/hr \$ _____ Stadium Supervisor _____ event X \$50.00/event \$ _____ Additional Hours _____ X \$20.00/hr \$ _____ Concession booth rental \$20.00 or 20% of sales Damages \$ _____
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Washington State HB 1824 Lystedt/ Concussion Law Form Yes No Date Received \_\_\_\_\_  
 Documentation required by all non-profit youth sports programs using public owned facilities. (7/2009)

## Welcome to Wildcat Memorial Stadium!

To better serve you and maintain our facility we ask that all teams adhere to the following rules of use:

1. Only water is allowed on the track and field. No other beverages are allowed in the competition areas. No exceptions.
2. No chewing gum.
3. No Sunflower seeds or peanut shells in the stadium.
4. Participants must wear molded sole shoes or tennis shoes on the artificial turf football field.
5. Only coaches, participants, officials and authorized personnel are permitted on the playing field or track.
6. Please clean up all trash on the sidelines and locker room when finished.
7. Fold up chairs and place them in the locker rooms folded up against the cubbies before you leave.
8. Double check your designated areas for items left behind to avoid loss.
9. Profane language, boisterous behavior, or other objectionable demeanor is not permitted.
10. Substances such as tissue paper, posters, beverages, food products, seeds, gum, tobacco, liniments, salves etc. must be kept off the artificial turf because they stain and damage the surface.
11. 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.
12. No Animals are allowed in any area of the stadium on or off leash, except for a working dog belonging to a handicapped patron. Customer organizations are responsible for any animal residue deposited as a results of a working dog entering the stadium grand stand area during their rental. In no case is an animal allowed on the playing field
13. No skateboards, rollerblades, scooters, wheel shoes or sporting equipment (other than that used for the event) are allowed in the stadium area.
14. Only ¼" spikes may be used in track spikes on the runways or track. Please do not wear spikes in the grandstand area.
15. Field lights must be turned off by 10:00PM.

## Concession Stand Rental

The Oak Harbor Athletic Booster Club has first choice to run the concession stands at the high school and Memorial Stadium for all events as the funds they raise go directly back to the student athletes to support all of the athletic programs.

Please provide the Booster Club 2 weeks' notice of all events.

If the Booster Club is unable to operate concessions for any event, the athletic department will then determine who will operate the concession stands.

Customers wanting to rent the concession stands for events the Booster Club is unable to operate will be charged 20% of their gross sales with a minimum of (\$40.00). This charge will help cover maintenance of the concession stands as well as water, electrical and garbage fees. This fee will be charged per user group.

Equipment may be available per prior approval and instruction/training. At least one person with a food handler's permit will be required to be in the concession stand as per Washington State Health Department Regulations.

Please list equipment needed for event.

- \_\_\_\_\_ Coffee Pots
- \_\_\_\_\_ Popcorn Machine
- \_\_\_\_\_ Nacho Cheese warmer
- \_\_\_\_\_ Hot Dog Grills
- \_\_\_\_\_ Refrigeration for cold beverages
- \_\_\_\_\_ Other \_\_\_\_\_