

GENERAL RULES/ INFORMATION FOR FACILITY USE

PLEASE READ CAREFULLY

Reservation info:

- A completed and signed Facility Use Application, along with a certificate of insurance must be submitted to the Facility Use Coordinator prior to any approval.
- Request of space is **not booked** until you have received either written or electronic confirmation of your reservation.
- Any and all cancellations or changes must be reported to Dani Gavaza 503-431-4087 at the Facilities Office at least 48 hours prior to scheduled events or user will be responsible for all fees assessed. A call to the school where the event was scheduled should be made as well if cancelled within the 48 hr window.
- School District related events/activities must be completed **before** facility usage by other **approved** community groups may begin.
- School events/activities **always** have priority over community groups concerning schedule and practice changes. Rescheduled events may include weekend use.

District Policy:

- No smoking or chewing of tobacco products on or in any district property. This includes parking lots and fields.
- No alcoholic beverages are allowed in or on any district property.
- No beverages of any kind other than water bottles may be used in the gyms throughout the district. There are some exceptions at the high school level.
- No use of firearms, cultural fire pits, indoor barbecues, fog machines, latex balloons or fireworks may be used on School District property unless approved by the Operations Department or the Superintendent.
- All rules and regulations in the Student Rights and Responsibility handbook must be followed.
- Park only in designated parking lot areas. Violators may be towed at owner's expense.

Facility Use Guidelines:

- All trash is to be cleaned up and disposed of at the completion of each event.
- Only non marking soled shoes may be worn during gym activities.
- No vehicles of any type are allowed past the parking lot gates without prior permission from Facilities Office or the Building Administrator.
- Any donations given for facility use or facility improvements must receive approval through Operations Department, and will not grant exclusivity of the space.

- Restrooms are not provided for outdoor events. The organization using the grounds must provide all sanitation units, and have this coordinated through the facilities office.
- **Do not practice or play games in unassigned/unapproved facility areas.** It is important that we control usage to best maintain the integrity of our facilities. Infractions may influence whether or not subsequent permits will be granted.
- Youth athletes are to be under the direct supervision of their coach at all times. A ratio of not more than 15 athletes to 1 coach is preferred.
- School Administrators, Campus Monitors, and Custodial Supervisors have the authority to remove any athlete, coach or spectator from District property if, in their judgement, that person(s) is using unsafe or inappropriate behavior. If this request is not met within a reasonable time period, the event/game will be forfeited by the team the person represents, and the opposing team is declared the winner.
- If storing equipment alongside School District property, the user will refrain from disturbing property that does not belong to their group.
- The League President or representative of any recreational user must hold a coaches meeting prior to the first assembly of teams to discuss the **GENERAL RULES/INFORMATION FOR FACILITY USE IN THE TIGARD TUALATIN SCHOOL DISTRICT.**
- **NONCOMPLIANCE WITH THE RULES WHICH GOVERN FACILITY USE IN THE TIGARD-TUALATIN SCHOOL DISTRICT, MAY TERMINATE CURRENT PERMITS OR MAY INFLUENCE FUTURE REQUESTS BEING GRANTED.**