



Ridgefield School District
Use of School Facilities

Maintenance, Operations, and Facilities ~ (360) 619-1390 fax: (360) 619-1397

Office Location: 304 Pioneer Street, Ridgefield, WA 98642 ~ Mailing Address: 2724 S Hillhurst RD, Ridgefield, WA 98642

kristina.gaylord@ridgefieldsd.org

Conditions and Responsibilities for Use of Ridgefield School District Facilities

1. **Payment of Fees and Charges:** All charges shall be paid prior to usage. Checks should be made payable to Ridgefield School District.
2. **Keys/Security:** Keys to buildings or facilities are not issued to any individual or group. Doors will be opened and secured by regularly scheduled custodial staff or authorized facility personnel.
3. **Supervision:** Sponsoring organizations shall provide sufficient, competent adult and/or special supervision; the number of supervisors shall be agreed upon at the time of approval.
4. **Youth Supervision:** Students are not to be inside the buildings without adequate adult supervision. Adult leaders shall remain with their groups and monitor youth behavior throughout the time of the facility is reserved. Users are to check in at the school's office, if the office is open.
5. **Language:** Foul or offensive language will not be tolerated.
6. **Vacating the Premises:** All use of facilities shall end in sufficient time to vacate premises in accordance with use agreement.
7. **Permitted Usage:** Only that part of the building specifically stated and approved in the permit is to be entered and used. Use of kitchen or cafeteria facilities will be permitted only by special arrangements.
8. **Use of Special Equipment:** A fee will be charged for use of District furniture and special equipment, such as public address systems, projectors, stage equipment, pianos and TV/VCR/DVD units. District equipment shall not be removed from a facility without prior approval from building principal/designee. See applicable rate schedule.
9. **Gym Usage:** Use of gyms for baseball and softball practice is limited to conditioning only. The use of Nerf, Whiffle, or Incrediballs is permitted. Use of pitching or batting machines is prohibited. No cleats may be worn in gyms. **Adult supervisors must sign Supplementary Indoor Baseball/Softball Agreement.**
10. **Undue Damage or Wear:** Facilities will not be made available for use that might result in damage or undue wear.
11. **Damages:** Facility users shall report any facility or equipment damage immediately to the Community Education Director. Payment for damages shall be made immediately upon the District's determination of amount.
12. **Clean Up:** Prior to leaving the building, user groups shall be responsible to clean up and leave the facility in order. Users are required to remove from the premises, decorations, materials, equipment, furnishings, and trash left after their use of facilities or reimburse the District for any custodial and associated costs.
13. **Beverages:** Beverages are not allowed in the gymnasium, or other physical education facilities. Beverages should not be on or near audio, visual, computer equipment, or other technological equipment.
14. **Decorations:** Prior approval from the building principal will be required before decorations or other materials may be applied to wall or floor surfaces.
15. **Footwear:** Appropriate footwear is required for any activity or game played in school facilities or on outdoor recreational fields. Indoor court shoes with a non-marking sole must be worn for all gym use.
16. **Parking:** Motor vehicles are to be parked in designated parking areas only. Parking is prohibited on playing fields and in fire and bus lanes. Vehicles parked in no parking areas shall be towed from school District property by an authorized towing agent at the owner's expense.
17. **School Closures:** Emergency school closures due to weather condition, equipment failure, holidays, vacations, periodic maintenance or any other reason automatically cancel any community use of facilities in the evening or on weekends. Any rescheduling will be handled through the regular process.
18. **Cancellations:** All cancellations must be made through the Maintenance, Operations and Facilities office at least two (2) days prior to the scheduled time of use or the full fee will be charged. All groups will be charged supervisory time equal to two (2) hours when cancellation does not occur within specified time. Cancellations must be made during regular business hours (7:30am-5:00pm).
19. Permits for use will not be issued for any conduct/use that will be disruptive of education or pose a health/safety risk.
20. **Organizations and/or individuals that do not abide by the regulations will be denied use of facilities.**

Signature of Facility Use Applicant/Responsible Party

Date



Ridgefield School District
Use of School Facilities

Maintenance, Operations, and Facilities ~ (360) 619-1390 fax: (360) 619-1397

Office Location: 304 Pioneer Street, Ridgefield, WA 98642 ~ Mailing Address: 2724 S Hillhurst RD, Ridgefield, WA 98642

kristina.gaylord@ridgefieldsd.org

Ridgefield School District #122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 2724 S. Hillhurst Road, Ridgefield, WA 98642, (360) 619-1301, or by email at chrisgriffith@ridgefieldsd.org