

KOHLER SCHOOL DISTRICT
EBBEN FIELD APPLICATION FORM

Group Categories and Fees

District sponsored activities, including curricular and co-curricular functions, retain first priority in use of the field. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization or for the purposes it represents.

Group 1: Kohler School District Entities - No Fees

Group 2: Kohler School Affiliated Groups - No Fees

- A. Feeder athletic programs (100% Kohler students)
- B. Kohler Basketball Club
- C. KLC Football
- D. Kohler Soccer Club
- E. Kohler Booster Club
- F. Kohler School Friends
- G. Kohler School Foundation
- H. Kohler Kare

Group 3: Kohler Community-based Groups - No Fees

- A. Village of Kohler Recreation Department
- B. Kohler Company
- C. Kohler Boy Scout Troop
- D. Kohler Girl Scout Troop
- E. Kohler Civic Groups
- F. Kohler Athletic Club Teams (75% Kohler Students)

Group 4: Non-profit/For-profit Groups – [Ebben Field Fee Schedule](#)

- A. Select Athletic Teams
- B. Private Companies
- C. Third Party Athletics and Activities run through the Village of Kohler Recreation Department

Applications and Use Permits Applications shall be made in writing on the "Facilities Regulations & Use Form" to the Athletic Director. Applications will only be approved for athletic related activities. Applications will not be approved for any use that may be in violation of school board policy or for which sponsorship or adequate adult supervision is not provided. Applications are to be submitted at least two weeks in advance of the event. Applications shall not be considered officially approved until a written use agreement has been signed by the applicant ("User"), the designated school representative and the Director of Athletics. Late applications are discouraged, but may be considered at the discretion of the district. The full rental fee shall be paid in accordance with the fee schedule in effect at the time the application is approved. Failure to pay by the established deadline will result in cancellation of the request. Charges for extra clean-up required by the event, or other additional charges, will be made at the conclusion of the event and shall be paid within 30 days of the billing. If a scheduled field use is changed and/or cancelled, the user shall notify the Athletic Director or designee in writing seventy-two (72) hours in advance of the scheduled use.

Synthetic Turf Field and Track Facility Use Procedures The synthetic turf field and rubberized track (herein referred to as Turf Field) primarily serves the activity needs of the students of the Kohler School District. These procedures provide direction for occasional use of the facilities by the community. Activities directly related to the school program or the support of the school program shall have first priority in the use of the District's Turf Field. Community use of Turf Field is welcomed and encouraged during those periods of time the field is not being utilized for District or maintenance activities. Fees will be required for use of this field by classifications of users as described in policy 7510.

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To be eligible for a refund or fee adjustment the user must comply with above and submit a statement of non-use and/or scheduled change (along with a copy of their "72 hour written use cancellation") to the District Business Office within three (3) business days following the scheduled use.

District Cancellations District reserves the right to cancel an approved field use application. In the event of such cancellation, the District shall refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the User and the District shall not be liable for damages or losses by the User. A reasonable effort will be made to reschedule any activity disrupted by an emergency condition e.g., snow, ice, power outage, etc. The District is under no obligation to reschedule field use that is caused by an emergency condition.

Equipment and Facilities Only those facilities and equipment expressly agreed to in the Facilities Regulations and Use Form will be available to the user. The use of any equipment must be approved by the Athletic Director who shall be satisfied that a competent operator is in charge of the equipment during use.

Supervision/Custodial Service District supervision/custodial services will be provided for the cleanup of fields. Fees for additional cleanup may be assessed.

Field Supervision and Event Management Crowd control and event management is the sole responsibility of User, including the payment of all working personnel employed by User for this purpose. Adequate supervisory and security personnel must be provided to conduct the activity safely, with adequate protection for persons and property. User must comply with all local police and fire department regulations. The Athletic Director will assure that a qualified operator will supervise the use of equipment. The Athletic Director will consult District administration prior to refusal or discontinuance of field use to any group exhibiting inappropriate behavior, not having proper supervision or violating this procedure. Organizations must have procedures to conclude contests by the specified ending time. Lack of cooperation in meeting scheduled opening and ending times and/or adherence to the rules and regulation for use of the field may be grounds for denial of use by that group in the future and/or the imposition of additional fees. School personnel will promptly report changes in scheduled activities to the Athletic Director. All approved uses will be scheduled so as to allow adequate set up and take down time between events. Sufficient scheduled times for cleanup and custodial services will be calculated by the Athletic Director at the time the Use Application is approved. Users will ensure the completion of the activity and vacate the premises according to the time requested on the field use application.

Concessions District reserves the right to approve or deny the sale of all concessions, including food and beverages. The school reserves the right to operate the concession stand. A fee will be assessed for use of the concession stand if not operated by the school.

Field Regulations

User shall be responsible for the enforcement of the following regulations:

- Participants and officials must wear molded sole shoes or tennis shoes on the artificial turf.
- Track spikes are to be limited 1/4" in length only and are limited to and for use on the track, runways and high jump aprons.
- Sunflower seeds and peanuts are strictly prohibited.
- Substances which may stain the artificial turf or track, such as crepe paper, soft drinks, gum, coffee, Vaseline, candy, etc., must be kept outside the playing area fence.
- Objects which may impale the turf include but are not limited to golf clubs, javelins, discuses, hammer balls, tent stakes, model rockets, unprotected metal legs on tables, chairs, and platforms are prohibited.
- Fireworks and other explosive devices are prohibited.
- Only participants (coaches, players and officials) are permitted on the field and the track areas.
- Marking or painting on the track, turf or other facility surfaces is prohibited. Movable markers, such as cone and hurdles, are allowed upon receipt of permission from the Athletic Director or designee.

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Field and Track Regulations

- Do not climb fence to gain access. Severe injury can result.
- Only authorized maintenance vehicles are allowed on the track or artificial turf.
- Motorbikes and bicycles are to be parked in the parking lot only.
- The following are examples of activities NOT permitted inside the perimeter of the field:
 - Bicycle riding
 - Skateboard riding, roller-blading
 - No animals. All animals must remain outside the stadium.
- No glass containers. Plastic water bottles containing water only inside the stadium.
- Kicking or bouncing balls against the fences, grand-stands, or any standing structure is prohibited.
- No metal cleats. Plastic and rubber cleats are allowed.
- Running or walking shoes only.
- State Law prohibits the use of all tobacco or alcoholic products. Burning material of any kind is prohibited within the field.
- No signs are to be brought into the field without prior approval. Approved signs may be posted within District rules.

Damage and Loss of District Property User shall pay for the cost of any repairs to the playing surfaces of the field, other facilities, or District equipment which is necessary because of damages caused during User's use or occupancy of said facilities. In the event that property loss or damage occurs during use or occupancy of District facilities, the amount of damage shall be decided by the Superintendent or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

Gambling Games of chance, lotteries, raffles, etc., are not allowed on School District property; the exception to this rule being the limited use of such games as entertainment in fund raising events.

Decorations No decorations or application of material to shall be allowed without the permission of the Athletic Director. Applicants are required to remove at their expense any materials, equipment, furnishings, or rubbish left after use. **Conduct** Profane language, possession of or use of intoxication liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.

Use of Tobacco, Alcohol, Firearms, or Controlled Substance Products

The use of all tobacco, alcohol, firearms or controlled substance products, including marijuana (Cannabis) is prohibited by State Law on school property, including buildings and grounds.

Non-endorsement Nothing contained in these regulations or the granting of permission of use of the field shall be construed as an endorsement of any organization or an activity.

Discrimination The District prohibits discrimination against any person on the basis of sex in the operation, conduct, or admin-administration of community athletics programs for youth or adults that use District facilities.

Liability Insurance A comprehensive general liability insurance certificate of a minimum value of \$1,000,000 is required and must name the district as an additional insured. The district will keep certificates on file for future applications.

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To process this request, complete and submit the following items at least two weeks in advance of the event:

- [Facilities Regulations and Use Form](#)
- Ebben Field Application Form
- Certificate of Liability Insurance
- Payment in Full (if applicable)

Agreement

I have read the regulations, conditions, and responsibilities in this brochure and in the Facilities Regulations & Use Form and agree to abide by them. I also acknowledge the District prohibits discrimination against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults that use District facilities.

Name of Event Date of Event

Applicant Signature Date

Applicant's Name

Name of Organization

Applicant Email and Phone