

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.206 (C)

Community Use of Blankenship Field

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BOARD POLICY

This Administrative Procedure shall serve as a supplement to Oak Ridge Schools Board Policy 3.206 Community Use of School Facilities.

Procedures for Securing a Permit to Reserve the Blankenship Facilities

The Blankenship Field Facility is an Oak Ridge City Park and is available for individual and community groups to use. Individuals or community groups interested in reserving the Blankenship Field Facility should contact Oak Ridge Schools Maintenance and Operations Department at 865-425-3171 or the City of Oak Ridge Recreation and Parks Department at 865-425-3450 to attain an informational packet regarding the reservation process and use of the Blankenship Field Facility. Requests to reserve the Blankenship Facility can be made 10 months in advance. This facility is available each day dawn until dusk unless extended hours have been requested and approved. The information packet is also available online at www.ortn.edu. Click on Central Office, then click on Administrative Procedures (AP). The Blankenship Informational Packet is Policy 3.206(B).

**Oak Ridge Schools
Maintenance and Operations
P.O. Box 6677
Oak Ridge, TN 37831-6677
865-425-3172**

Specific steps to be followed are:

1. Complete the application provided on page 4 of this packet.
2. Submit the completed application and a \$15.00 administrative fee to the Oak Ridge Schools Maintenance and Operations Department. They can be reached at 425-3171.
3. If the request can be granted under the policies of this bulletin, an authorized person in the office where you placed your application will issue a written permit indicating the facilities to be used and the charges to be made.
4. The organization's representative must provide a Certificate of Insurance in the minimum amount of \$1,000,000 per occurrence and sign the "Hold Harmless Agreement for Facility Use" prior to the date(s) of use. The insurance must have a rider listing the City of Oak Ridge and the Oak Ridge Schools as an "individual insured" party.
5. If not directly associated with the Oak Ridge School System (i.e. extra-curricular or co-curricular groups), and if the requester is requesting Class 1 or Class 2 status, a copy of the group's tax exemption certificate will be required.
6. After proper approval of the Permit, one copy will be provided to the Business Office, and one copy will be provided to the Supervisor of Maintenance. All invoices for facility use will be receipted by the Maintenance and Operations Office and must be received at least one week in advance of reserved date(s) if payment is required.

Community Use of Blankenship Facility Application

Group/Organization requesting to reserve the Blankenship Field Facility:

Date(s): _____ Time(s): _____

Contact Information:

Name: _____

Business Phone: _____ Personal Phone: _____

Email: _____

Write a brief description of the event that you are requesting to hold at the Blankenship Facility:

Representative Signature _____ Date _____

Information below will be completed by Oak Ridge Schools

The \$15.00 Administrative Fee was collected: Yes _____ No _____

The event request is granted _____

The event request is denied _____

Explanation of why the requested event is denied:

Estimated Cost \$ _____

Required Date of Payment _____

ORS Representative _____ **Date** _____

Classification on Types of Use

Class I – School and School Related Organizations

Community groups whose **exclusive** purpose is to serve the children and youth of the City and to agencies of the City government for occasional meetings are in this classification. Examples of organizations whose activities usually are included in Class I are as follows (but not limited to):

Band Parents Group
Boy Scouts, Cub Scouts
Boys and Girls Club
Girl Scouts, Brownies
Girls Inc.
Oak Ridge Education Association
Oak Ridge Schools Credit Union
Parent-Teacher Associations
School Booster Clubs
TSSAA

Non-school groups will not be charged to use the Blankenship Facility with the exception of the field lights and scoreboard. Use of the field lights and scoreboard will be charged in compliance with Class I rental rates as provided on page 7. The City of Oak Ridge Recreation and Parks Department and the Superintendent's Facility Rental Committee shall decide the Class in the event that an applicant has a discrepancy with Class placement or fees. All groups must notify the office of Maintenance and Operations in advance if they wish to use special school equipment and receive written permission authorizing each respective request.

Class II – Non-Profit and Other Community Groups Offering Programs Which Enrich the Civic and Cultural Life of the City, and Occasional Special Requests of the City Manager for Community Use

Non-profit and other community groups will not be charged for the use of the Blankenship facility with the exception of field lights and scoreboard. Use of the field lights and scoreboard will be charged in compliance with Class II rental rates as provided on page 7. When the activities involved are open to the public and when any admission charges are solely for the purpose of supporting and extending the community services of a recognized IRS Code Section 501C-3 organization. If requesting Class II status a copy of the state or federal certificate of exemption must be on file at the time of the request. The City of Oak Ridge Recreation and Parks Department and the Superintendent's Facility Rental Committee shall decide the Class in the event that an applicant has a discrepancy with Class placement or fees. Overtime pay for school custodians, requests for special services, or use of special equipment will incur appropriate charges for Class II users at the rates given in the attached lists. All groups must notify the office of Maintenance and Operations in advance if they wish to use special school equipment and received written permission authorizing each respective request.

Examples of organizations whose activities usually fall under this classification are as follows (but not limited to):

Oak Ridge Civic Ballet Association	Oak Ridge Children's Show choir
Oak Ridge Civic Music Association	League of Women Voters
Oak Ridge Community Orchestra	City and Non-Profit Recreation Leagues
Oak Ridge Community Band	Anderson County Election Commission

Class III – Other Activities Sponsored by Community Groups

When community groups request the use of school facilities for purposes other than indicated under Class I or II, charges shall be made as listed under Rate Schedule for Permits. Class III is not exempt from payment in any one category. Class III will also be responsible for utility costs for after hours and or weekend use. The Superintendent's Facility Rental Committee shall decide the Class in the event that an applicant has a discrepancy with Class placement or fees. When a community group sponsors activities for the benefit of its members only (dances, receptions, etc.) the activity shall be included under Class III.

Rental Rates for Blankenship Facility

Facility	Class I	Class II	Class III
Synthetic Field	N/A	N/A	\$400.00 per event
Field Lights	\$100.00 per day	\$100.00 per day	\$100.00 per day
Pressbox/Small Scoreboard	N/A	N/A	\$150.00
Lower Ticket Booth	N/A	N/A	\$50.00
Lower Restrooms	N/A	N/A	\$150.00
Lower Concession Stand	N/A	N/A	\$100.00
Upper Restrooms	N/A	N/A	\$150.00
Cleaning Deposit	N/A	N/A	\$500.00 per event
Scoreboard Operator	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour

Additional Charges to Non-School Groups

1. There will be a \$15.00 Administrative Fee charged for each permit issued. Applies to Class I, Class II and Class III.
2. There will be a \$20.00 Administrative Fee charged for each request to revise an existing Permit (changing the date and or time, addition of dates and/or times). Applies to Class 1, Class II, and Class III.
3. Class III organizations approved to perform cleaning services at the Blankenship facility following their event will be required to provide a \$500 cleaning deposit. Receipt of the deposit is required prior to the event date. After facility inspection, only if the cleaning meets expectations, the cleaning deposit will be refunded to the renting organization (in the form of a refund check issued by the District). If the facility cleaning does not meet expectation, the cleaning deposit will be used to cover the cost of cleaning the facility.
4. Unless the proper representative in the office where the Permit was obtained (Office of Maintenance and Operations) is notified in writing (72) hours in advance to cancel a Permit, payment of full balance of permit charge will be required. Confirmation of the cancellation request must also occur for the request to be honored. Applies to Class 1, Class II, and Class III.

5. Only school personnel designated by the schools concerned may operate the equipment located at the facility. Special arrangements for an operator must be made with the school concerned.

SPECIAL EVENT EXCEPTIONS TO BLANKENSHIP POLICIES

Upon approval of special event exceptions to the policy at Blankenship Field by the City of Oak Ridge Recreation and Parks Department and the Oak Ridge Schools Facilities Approval Committee the Lessee, _____, does hereby agree to accept all responsibility for property damage that stems from the Lessee's activities at Blankenship Field above and beyond that of the turf care provisions. Lessee will coordinate with Oak Ridge Schools Maintenance and Operations Department and the contracted vendors to advise on acceptable vendor practices for set up or services provided at the requested events.

Blankenship Field Turf Care

Careful consideration will be given to groups requesting to use the Blankenship Field Facility for events to assure that the field turf is not damaged. The following restrictions and expectations will be thoroughly discussed with each group prior to approving a Blankenship facility use request.

1. Prior approval must be granted before any item or equipment can be placed on the Blankenship Turf. Ex. Goals / Benches / Chairs / Tables / Stages / Sound systems / Tents
2. Colored drinks are not permitted. Only clear drinks may be served to avoid staining the turf.
3. Appropriate shoes must be worn while on the turf. Shoes such as high heels are not permitted on the turf and only cleats approved for synthetic turf may be used.
4. No chewing gum
5. No tobacco products (All Oak Ridge School facilities are tobacco free)
6. No spikes or clamps that penetrate the surface.
7. No sunflower seeds
8. No fireworks or ignited batons
9. No food on the turf
10. No pets
11. No glass
12. No golf associated activities
13. No heaters
14. No vehicles

Exceptions request is as follows:

SPECIAL EVENT EXCEPTIONS TO BLANKENSHIP POLICIES

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The Lessee will provide a Certificate of Insurance naming the City of Oak Ridge and the Oak Ride Schools as additional insured on the liability policy and attach to this document.

WITNESS OUR HANDS for effective date _____.

Oak Ridge Schools
Maintenance and Operations
PO Box 6677
Oak Ridge, TN 37831-6677
Phone: 865-425-3171

BY: _____
Supervisor of Maintenance and Operations

Organization
Name, Title
Address
Phone

BY: _____
Authorized Representative of Lessee/Group



Date Permit
Issued:

Blankenship Field Agreement and Permit for Facility Use

Permit Number:

THE CITY OF OAK RIDGE AND THE OAK RIDGE SCHOOLS agree to allow Lessee to use the Blankenship Field facility on the date(s) and time(s) as outlined below. Throughout this agreement, User will be referred to as the Lessee.

Facility: _____

Specific Date(s) _____ and Time(s) _____

Other Special Conditions:

Event/Activity:

1. The Lessee agrees to honor and enforce the facility rules and guidelines as outlined on the front and back of this Agreement.
2. It is recognized that neither the City of Oak Ridge nor the Oak Ridge Schools is responsible for the planning, development, or supervision of this event and subsequently, the City of Oak Ridge and the schools shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the Lessee's activities.
3. Lessee agrees to furnish to Oak Ridge Schools a Certificate of Insurance in the minimum amount of \$1,000,000 per occurrence as outlined in Hold Harmless Agreement prior to the date(s) of use.
4. Lessee agrees to provide Oak Ridge Schools with signed "Hold Harmless Agreement for Facility Use" prior to the date(s) of use.
5. There will be a \$20.00 Administrative Fee for each revision and/or cancellation of a Permit.
6. Organizations which find it necessary to cancel permits must notify the proper representative in the office where the Permit was obtained (Supervisor of Maintenance and Operations) IN WRITING seventy-two (72) hours in advance or forfeit charges.

Lessee Information	
User Group/Organization Name	Classification
Address:	
Telephone:	Business Residence
<p><i>My signature below confirms that I have read, understand, and agree to the "Rules and Regulations" on the Back of this Permit and Accept Full Responsibility for the Use Listed Above.</i></p>	
Signature	Date

OAK RIDGE SCHOOLS

By: _____
Supervisor of Maintenance and Operations

Please review permit carefully, sign and return to the office of origination: **Oak Ridge Schools, Maintenance and Operations P.O. Box 6677 Oak Ridge, TN 37831-6677 Phone: 865-425-3171**

NOTE: Please attach Certificate of Insurance, Certificate of Tax Exemption, and signed Hold Harmless Agreement to Permit

Agreement for Facility Use and General Regulations – Facility Permit

1. Activities officially sponsored by the Oak Ridge Schools shall have first priority on the use of school facilities. Second consideration will be given to local non-profit organizations who have documented 501(3)(C) status. All other request will be processed in the order in which they were received. Any scheduling conflicts will be resolved by the City of Oak Ridge Recreation and Parks Department and the Superintendent of Schools or designee. Community use shall be scheduled at a time and in a manner that does not interfere with other school use.
2. When a scheduling conflict occurs between local non-profit organizations due to multiple non-school requests to use a school facility, only one request, per community group or organization, will be honored in an effort to support all community organizations and groups.
3. Community use of facilities shall not be scheduled if the schools are scheduled to use the facility, except in special circumstances approved by the School Principal and Superintendent of Schools or his designee.
4. Scheduling of the Blankenship facility is handled by the officials of the Oak Ridge Schools.
5. Outside groups using school facilities are responsible for proper supervision of their activities, for observance of all fire and safety regulations, for adequate police protection, and for payment for any damage to facility property through their use. The City of Oak Ridge and the Board of Education accept no responsibility for loss of personal property or liability for injury to persons or property involved in community use of school facilities.
6. All functions shall end no later than 9:00 p.m. unless special permission is granted.
7. Should there be circumstances out of our control that make the Blankenship Facility unsafe for public use, the City of Oak Ridge and Oak Ridge Schools reserve the right to cancel reservations without liability.
8. Organizations which find it necessary to cancel permits must notify the proper representative in the office where the Permit was obtained (Office of Maintenance and Operations) IN WRITING seventy-two (72) hours in advance or forfeit charges.
9. Alterations to the Blankenship facility is prohibited (unless special permission has been secured). Also prohibited are: construction on school property and installation of special service facilities (electrical lighting, etc.). In all instances where special permission is granted.
10. A community group may request permission to have a licensed contractor make a temporary change to the Blankenship facility. Such requests must be made in writing and provide a clear explanation of the requested facility change. The following conditions must be met:
 - A. A written explanation of the requested alteration.
 - B. The name of the licensed contractor or company that will perform the requested alteration, as well as the company's proof of licensure and insurance to cover potential damage.
 - C. The name of the community group that is requesting and taking financial responsibility for the requested alteration or potential damage.
 - D. Written documentation that the requested temporary alteration will not damage the facility.
 - E. A schedule of when the alterations will be completed and removed.
 - F. Please be reminded that community groups and organization members are not authorized to make temporary or permanent changes to a school facility.
11. The use of tobacco products of any kind, alcoholic beverages, drugs, profane language, or gambling in any form is not permitted at the Blankenship facility.
12. Blankenship Field will not be available until 12:00 PM. the day following an ORHS home football game due to facility cleanup.
13. Permission for church use of the Blankenship facility to conduct religious services shall be granted only in emergency and special situations and on a temporary basis. All such uses will be at Class III rates.
14. No meeting shall be held in the Blankenship facility for purposes of advancing any doctrine or theory subversive to the State of Tennessee or the United States of America or for the purpose of advocating or inciting violence.
15. The Board of Education prohibits Class I use of the Blankenship facility for youth social clubs or youth groups which are not organized under regular and continuing adult supervision or any school group that proposes to use facilities for the express purpose of raising funds for non-school, personal purposes, or individual gain; however this regulation does not expressly forbid use by such groups under Classifications II and III.
16. Permission to use dressing rooms, ticket office, projection booth and special equipment shall be obtained at the time space is reserved. Access to such facilities may require additional cost.
17. Class I, II, and III groups, as well as other groups when deemed necessary will be required to pay for field light costs at a rate of \$100.00 per day.
18. Class III organizations approved to perform cleaning services at the Blankenship facility following their event will be required to provide a \$500 cleaning deposit. Receipt of the deposit is required prior to the event date. After facility inspection, only if the cleaning meets expectations, the cleaning deposit will be refunded to the renting organization (in the form of a refund check issued by the District). If the facility cleaning does not meet expectation, the cleaning deposit will be used to cover the cost of cleaning the facility.

HOLD HARMLESS AGREEMENT FOR FACILITY RENTALS

This Agreement entered into as of the date of the respective signatures of the representatives of the entities hereinafter names, by and between the City of Oak Ridge and the Oak Ridge Schools and _____ (Hereinafter referred to as Lessee).

WITNESSETH:

In consideration of the **City of Oak Ridge and the Oak Ridge Schools** allowing **NAME OF USER GROUP** (name of Lessee) to conduct certain special events and activities upon property owned by the City of Oak Ridge, specifically **Name of Activity** to be held at the **Blankenship facility to be Used on Date(s)** on the dates and times as shown as shown on **Permit Number** _____ and for other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Lessee (user) does hereby agree to indemnify and hold harmless the City of Oak Ridge and the Oak Ridge Schools for and from any and all claims of every nature whatsoever for personal injury and damages to property, for and from occurrences upon property owned by the City of Oak Ridge arising out of participation in Lessee (user) sanctioned activities.
2. Lessee (user) further agrees to procure and to cause to remain in full force and effect adequate liability insurance coverage regarding Lessee (user) activities on School property, said liability insurance to be in the minimum amount of \$1,000,000 per occurrence. Same shall provide that the City of Oak Ridge and the Oak Ridge Schools be an additional named insured there under. Lessee (user) shall cause to be furnished to Oak Ridge Schools a Certificate of Insurance in compliance with above stated requirements.
3. Lessee (user) further agrees that in conducting its activities on property of the City of Oak Ridge that it shall for itself, its agents, employees and participants at all times be subject to and adhere to all rules and regulations of Oak Ridge Schools, and all Ordinances of City and State.
4. Lessee (user) further agrees that it shall require all participants, vendors, and corporate sponsors to execute waivers wherein all rights of action or claims against the City of Oak Ridge and the Oak Ridge Schools for injuries or damages sustained by any participant in activities conducted on the City of Oak Ridge's property shall be waived.
5. In the event any action is brought against the City of Oak Ridge or the Oak Ridge Schools by any person for injuries or damages occasioned upon City of Oak Ridge's property and/or resulting from this special event, in addition to the provisions hereinabove set forth, Lessee (user) agrees to be liable for and indemnify the City of Oak Ridge and the Oak

Ridge Schools from any and all expenses incurred by the City of Oak Ridge and the Oak Ridge Schools in defending said action and to pay all costs and/or judgments which ultimately might be assessed or adjudged against the City of Oak Ridge or the Oak Ridge Schools which are in excess of the liability insurance coverage hereinabove provided. In addition, Lessee (user) will name the City of Oak Ridge and the Oak Ridge Schools as an additional insured on their liability policy and a certificate of the policy will be provided to the Maintenance and Operations Office of Oak Ridge Schools.

WITNESS OUR HANDS for effective date of _____, 20____.

Oak Ridge Schools, Maintenance and Operations P.O. Box 6677 Oak Ridge, TN 37831-6677 Phone: 865-425-3171

BY _____
Supervisor of Maintenance and Operations

Name of User
Lessee (User)
Address of User

BY _____
Authorized Representative of User Group