

*Project:*

**Ashland-Greenwood High School**

Football Lighting Project

1200 Boyd Street

Ashland, NE

3/20/2008

Bid Opening

2:00 PM

Tuesday, May 8, 2008

District Administrative Offices

1225 Clay St

Ashland-Greenwood Public Schools

Ashland, NE 68003

**BID PROPOSAL FORM**  
**Ashland-Greenwood High School Bid Proposal**  
**Football Lighting Project**  
**Ashland, NE 68003**

The undersigned bidder, in compliance with your request for bids for the lighting equipment at the above project, having examined specifications, related documents, and site of the proposed project, hereby proposes to furnish the lighting equipment material as described in the specifications. These prices are for all labor, materials and complete installation and are to cover the specified equipment and delivery charges. Damage to the established sports field including but not limited to the turf, irrigation system, concrete sidewalks and grandstand shall be kept to a minimum and the successful bidder shall be responsible to repair or replace any damage and return the field to its condition prior to installation.

The Ashland-Greenwood Public Schools reserves the right to reject any and all bids, and to waive any bidding irregularities including but not limited to the right to accept bid alternatives.

A. Base Bid: \$ \_\_\_\_\_

B. Alternate 1: Remote Access: \$ \_\_\_\_\_  
(Alternate 1 should not include the Base Bid amount but only the additional cost for the remote access)

C. Projected 25-Year Life Cycle Operating Cost Total: \$ \_\_\_\_\_  
(From Section 1.4, Item H)

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Sealed Bids must be received by 2:00 PM on Tuesday, May 13, 2008 at which time bids will be opened in the Office of Superintendent, Ashland-Greenwood Public Schools; 1225 Clay Street; Ashland, NE 68003. Bids shall include a bid bond or a certified check or cash in the amount not less than five percent (5%) of the base bid submitted as guarantee that if awarded the Contract, the Bidder will promptly enter into a contract and execute such Bonds as required. If within ten days after notice of acceptance the bidder refuses to enter a contract with the school district or fails to furnish bonds, or fails to provide on-site labor as agreed, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/ZIP

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

## SECTION 16526 – SPORTS FIELD LIGHTING

### PART 1 – GENERAL

#### 1.1 SUMMARY

- A. Work covered by this section of the specifications shall conform to the contract documents, engineering plans as well as federal, state and local building and electrical codes.
- B. The Contractor shall furnish a Payment and Performance Bond in accordance with Neb. Rev. Stat. § 52-118 an amount equal to one hundred percent (100%) of the contract price as security for the faithful performance of this contract and as security for payment of all persons performing labor and furnishing materials in connection with this contract.
- C. The Contractor shall present a Certificate of Insurance or affidavit for Workers Compensation, Public Liability, an Property Damage Insurance to the Superintendent's Office of the Ashland-Greenwood Public School. The Commercial General Liability insurance shall be an aggregate minimum of \$2,000,000; shall be occurrence form; with a deductible not to exceed \$5,000; and with coverage extensions to include contractual liability to include construction contracts. Contractor shall also carry complete operations coverage for three (3) years following substantial completion.
- D. All bidders shall visit the job site in order to ascertain what is required for an acceptable project. The bidder shall be responsible to note all existing conditions both visible and hidden, those conditions disclosed and not disclosed and account for those conditions within the bid.
- E. The Contractor shall certify, warrant and represent on behalf of itself, and agrees to see that each subcontractor performing the Work shall not assign any individual or agent to any work on the Project with a criminal record of a serious nature as defined by the Customer's policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness. The Contractor shall certify on behalf of itself, and agrees to see that each subcontractor performing the Work shall authorize and give consent, and agrees to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement.
- F. The purpose of these specifications is to define the performance and design standards for Ashland-Greenwood High School Football Lighting Project, Ashland, NE. The manufacturer / contractor shall supply lighting equipment to meet or exceed the standards set forth by the criteria set forth in these specifications.
- G. The Contractor shall see that the delivery and installation of working football field lights shall be completed no later than August 8, 2008. The contractor agrees that the failure to complete the lighting by the completion date shall result in predetermined liquidated damages to the school district of \$2,000 a day for each day the field remains unlit by the new lights.
- H. All bids shall be valid and the owner reserves the right to hold all bids for a period of 30 days from the date of bid opening.
- I. The sports lighting will be for the following field:
1. Football
- J. The primary goals of this sports lighting project are:
1. Life Cycle Cost: In order to reduce the operating budget, the preferred lighting system shall be energy efficient and cost effective to operate.
  2. Guaranteed Light Levels: Selection of appropriate light levels impact the safety of the players and the enjoyment of spectators. Therefore the lighting system shall be designed such that the light levels are guaranteed for a period of 25 years.

**1.2 LIGHTING PERFORMANCE**

- A. Performance Requirements: Playing surfaces shall be lit to an average constant light level and uniformity as specified in the chart below. Light levels shall be held constant for 25 years. Lighting calculations shall be developed and field measurements taken on the grid spacing with the minimum number of grid points specified below. Measured average illumination level shall be +/- 10% of predicted mean in accordance with IESNA RP-6-01, and measured at the first 100 hours of operation.

Area of Lighting	Average Constant Light Levels	Maximum to Minimum Uniformity Ratio	Grid Points	Grid Spacing
Football	30 footcandles	2.0:1.0	72	30'x30'

**1.3 ENVIRONMENTAL LIGHT CONTROL**

- A. Spill Light Control: Maximum vertical footcandles taken with the meter aimed at the brightest light bank at a distance of 150 feet from the field perimeter shall not exceed 4. Footcandle readings shall be taken at 30' intervals along the specified line. Measured average illumination level shall allow a 10% variance of predicted mean in accordance with IESNA RP-6-01, and be measured at the first 100 hours of operation.

**1.4 LIFE CYCLE COSTS**

- A. Energy Consumption: The average kWh consumption for the field lighting system shall be 37.5 or less.
- B. Complete Lamp Replacement: Manufacturer shall include all group lamp replacements required to provide 25 years of operation based upon 100 usage hours per year.
- C. Preventative and Spot Maintenance: Manufacturer shall provide all preventative and spot maintenance, including parts and labor for 25 years from the date of equipment shipment. Individual lamp outages shall be repaired when the usage of any field is materially impacted. Owner agrees to check fuses in the event of a luminaire outage.
- D. 25-Year Life Cycle Cost: Manufacturer shall submit 25-year life cycle cost calculations as follows. Equipment price and total life cycle cost shall be entered separately on bid form.

a.	<b>Luminaire energy consumption</b> # luminaires x kW demand per luminaire x .08 kW rate x 100 annual usage hours x 25 years		
b.	<b>Demand charges, if applicable</b>	+	
c.	<b>Cost for spot relamping and maintenance over 25 years</b> Assume 7.5 repairs at \$ \$500 each if not included	+	
d.	<b>Cost to relamp all luminaires during 25 years</b> 100 annual usage hours x 25 years / lamp replacement hours x \$125 lamp & labor x # fixtures	+	
	<b>TOTAL 25-Year Life Cycle Operating Cost</b>	=	

**1.5 WARRANTY AND GUARANTEE**

- A. 25-Year Warranty: Each manufacturer shall supply a signed warranty covering the entire system for 25 years. Warranty shall guarantee light levels; lamp replacements; system energy consumption; monitoring, maintenance and control services, spill light control, and structural integrity. Manufacturer shall maintain specifically-funded financial reserves to assure fulfillment of the warranty for the full term. Warranty may exclude fuses, storm damage, vandalism, abuse and unauthorized repairs or alterations.

## **1.6 DELIVERY TIMING**

- A. Equipment On-Site: The equipment must be on-site 4-6 weeks from receipt of approved submittals and receipt of complete order information.

## **1.7 PRE-BID SUBMITTAL REQUIREMENTS**

- A. Approved Product: Musco's Light-Structure Green™ System is the approved product. All substitutions should provide a submittal package for approval as outlined in Submittal Information at the end of this section at least 10 days prior to bid. Special manufacturing to meet the standards of this specification may be required. An addendum will be issued prior to bid listing any other approved lighting manufacturers and designs. If the bidder fails to obtain prior approval for substitutions the district reserves the right to reject the bid.
- B. Design Approval: The owner / engineer will review pre-bid shop drawings from the manufacturer's to ensure compliance to the specification. If the design meets the design requirements of the specifications, a letter will be issued to the manufacturer indicating approval for the specific design submitted.

## **1.8 ALTERNATE SYSTEM REQUIREMENTS**

- A. Compliance to Specifications: Acceptance of a bid alternate does not negate the contractor and lighting manufacturer's responsibility to comply fully with the requirements of these specifications. Any exceptions to the specifications must be clearly stated in the prior approval submittal documents or in the bid document.
- B. Light Level Requirements: Manufacturer shall provide computer models guaranteeing light levels on the field over 25 years. If a constant light level cannot be provided, a maximum Recoverable Light Loss Factor of 0.70 shall be applied to the initial light level design to achieve the maintained light levels of 30 footcandles. For alternate systems, scans for both initial and maintained light levels shall be submitted.
- C. Revised Electrical Distribution: Manufacturer shall provide revised electrical distribution plans to include changes to service entrance, panel, and wire sizing.

## **PART 2 – PRODUCT**

### **2.1 LIGHTING SYSTEM CONSTRUCTION**

- A. System Description: Lighting system shall consist of the following:
  1. Galvanized steel poles and crossarm assembly
  2. Pre-stressed concrete base embedded in concrete backfill.
  3. All luminaires shall be constructed with a die-cast aluminum housing to protect the luminaire reflector system.
  4. Manufacturer will remote all ballasts and supporting electrical equipment in aluminum enclosures mounted approximately 10' above grade. The enclosures shall include ballast, capacitor and fusing for each luminaire. Safety disconnect per circuit for each pole structure will be located in the enclosure.
  5. Wire harness complete with an abrasion protection sleeve, strain relief and plug-in connections for fast, trouble-free installation.
  6. Controls and Monitoring Cabinet to provide on-off control and monitoring of the lighting system, constructed of NEMA Type 4 aluminum. Cabinet shall contain custom configured contactor modules for 30, 60, and 100 amps, labeled to match field diagrams and electrical design. Manual Off-On-Auto selector switches shall be provided.

- B. Manufacturing Requirements: All components shall be designed and manufactured as a system. All luminaires, wire harnesses, ballast and other enclosures shall be factory assembled, aimed, wired and tested.
- C. Durability: All exposed components shall be constructed of corrosion resistant material and/or coated to help prevent corrosion. All exposed steel shall be hot dip galvanized per ASTM A123. All exposed hardware and fasteners shall be stainless steel of at least 18-8 grade, passivated and polymer coated to prevent possible galvanic corrosion to adjoining metals. All exposed aluminum shall be powder coated with high performance polyester. All exterior reflective inserts shall be anodized, coated with a clear, high gloss, durable fluorocarbon, and protected from direct environmental exposure to prevent reflective degradation or corrosion. All wiring shall be enclosed within the crossarms, pole, or electrical components enclosure.
- D. Lightning Protection: All structures shall be equipped with lightning protection meeting NFPA 780 standards. Contractor shall supply and install a ground rod of not less than 5/8" in diameter and 8' in length, with a minimum of 10' embedment. Ground rod should be connected to the structure by a copper main down conductor with a minimum size of #2 for poles with less than 75' mounting height and 2/0 for poles with more than 75' mounting height.
- E. All Lighting structures shall be a sufficient distance from the field so that no pole forms a visual obstruction of the field from any seating position in the grandstand or from the press box. The placement of poles shall be approved by the Owner.
- F. Safety: All system components shall be UL Listed for the appropriate application.
- G. Electric Power Requirements for the Sports Lighting Equipment:
  1. Electric power: 480 Volt, 3 Phase
  2. Maximum total voltage drop: Voltage drop to the disconnect switch located on the poles shall not exceed three (3) percent of the rated voltage.

**2.2 STRUCTURAL PARAMETERS**

- A. Support Structure Wind Load Strength: Poles and other support structures, brackets, arms, bases, anchorages and foundations shall be determined based on the 2003 edition of the IBC Building Code, wind speed of 90, and exposure category C. Luminaire, visor, and crossarm shall withstand 150 mph winds and maintain luminaire aiming alignment.
- B. Structural Design: The stress analysis and safety factor of the poles shall conform to AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals.
- C. Soil Conditions: The design criteria for these specifications are based on soil design parameters as outlined in the geotechnical report. The school district shall be responsible for obtaining a geotechnical report. If the school district does not obtain a geotechnical report, the foundation design shall be based on soils that meet or exceed those of a Class 5 material as defined by 2001 IBC, Table 1804.2-I-A.
- D. Foundation Drawings: Project specific foundation drawings stamped by a registered engineer in the state where the project is located are required. The foundation drawings must list the moment, shear (horizontal) force, and axial (vertical) force at ground level for each pole.

## PART 3 – EXECUTION

### 3.1 FIELD QUALITY CONTROL

- A. Illumination Measurements: Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, Owner's Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA RP-6-01, Appendix B.
- B. Correcting Non-Conformance: If, in the opinion of the Owner or his appointed Representative, the actual performance levels including footcandles, uniformity ratios, and maximum kilowatt consumptions are not in conformance with the requirements of the performance specifications and submitted information, the Manufacturer shall be liable to any or all of the following:
  1. Manufacturer shall at his expense provide and install any necessary additional fixtures to meet the minimum lighting standards. The Manufacturer shall also either replace the existing poles to meet the new wind load (EPA) requirements or verify by certification by a licensed structural engineer that the existing poles will withstand the additional wind load.
  2. Manufacturer shall minimize the Owner's additional long term fixture maintenance and energy consumption costs created by the additional fixtures by reimbursing the Owner the amount of \$1,000.00 (one thousand dollars) for each additional fixture required.
  3. Manufacturer shall remove the entire unacceptable lighting system and install a new lighting system to meet the specifications.

## PART 4 – PAYMENT

- A. The School District shall make payment for 100% of the contract within 30 days of completion of all work and receipt of a billing for the work from the contractor. Due to the short duration of the installation, no partial payments will be made. Except that the owner may retain up to ten percent (10%) until the Owner receives a "Waiver of Lien" from the Installer stating all bills have been paid to the material suppliers and the owner receives a copy of the Manufacturer's warranty and training on the operation of the lighting.

## SUBMITTAL INFORMATION

### Design Submittal Data Checklist and Certification

*All items listed below are mandatory, shall comply with the specification and be submitted according to pre-bid submittal requirements*

Included	Tab	Item	Description
	A	Letter/ Checklist	Listing of all information being submitted must be included on the table of contents. List the name of the manufacturer's local representative and his/her phone number. Signed submittal checklist to be included.
	B	On Field Lighting Design	Lighting design drawing(s) showing: a. Field Name, date, file number, prepared by, and other pertinent data b. Outline of field(s) being lighted, as well as pole locations referenced to the center of the field (x & y). Illuminance levels at grid spacing specified c. Pole height, number of fixtures per pole, as well as luminaire information including wattage, lumens and optics d. Height of meter above field surface e. Summary table showing the number and spacing of grid points; average, minimum and maximum illuminance levels in foot candles (fc); uniformity including maximum to minimum ratio, coefficient of variance and uniformity gradient; number of luminaires, total kilowatts, average tilt factor; light loss factor f. Alternate manufacturers shall provide both initial and maintained light scans using a maximum 0.70 Light Loss Factor to calculate maintained values.
	C	Off Field Lighting Design	Lighting design drawings showing spill light levels in footcandles as specified in section 1.3 A.
	D	Life Cycle Cost calculation	Document life cycle cost calculations as defined in the specification. Identify energy costs for operating the luminaires, maintenance cost for the system including spot lamp replacement, and group relamping costs. All costs should be based on 25 Years.
	E	Luminaire Aiming Summary	Document showing each luminaire's aiming angle and the poles on which the luminaires are mounted. Each aiming point shall identify the type of luminaire.
	F	Structural Calculations (if required)	Pole structural calculations and foundation design showing foundation shape, depth backfill requirements, rebar and anchor bolts (if required). Pole base reaction forces shall be shown on the foundation drawing along with soil bearing pressures. Design must be stamped by a structural engineer in the state of Nebraska.
	G	Control and Monitoring	Manufacturer shall provide written definition and schematics for automated control system to include monitoring. They will also provide examples of system reporting and access for numbers for personal contact to operate the system.
	H	Electrical distribution plans	If bidding an alternate system, manufacturer must include a revised electrical distribution plan including changes to service entrance, panels and wire sizing, signed by a licensed Electrical Engineer in the state of Nebraska.
	I	Performance Guarantee	Provide performance guarantee including a written commitment to undertake all corrections required to meet the performance requirements noted in these specifications at no expense to the owner. Light levels must be guaranteed per specification for 25 years.
	J	Warranty	Provide written warranty information including all terms and conditions.
	K	Project References	Manufacturer to provide a list of project references of similar products completed within the past three years.
	L	Product Information	Complete set of product brochures for all components, including a complete parts list and UL Listings.
	M	Non-Compliance	Manufacturer shall list all items that do not comply with the specifications.
	N	Compliance	Manufacturer shall sign off that all requirements of the specifications have been met and that the manufacturer will be responsible for any future costs incurred to bring their equipment into compliance for all items not meeting specifications and not listed in item N – Non-Compliance

Manufacturer: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Alternate Bid #1 Remote Access

An alternate bid #1 shall be provided for remote lighting and monitoring of the field lights. The bid shall be included with the bid form as Alternate Bid #1. The Alternate Bid #1 shall include only the remote access and shall not include the base bid amount. If the Alternate Bid #1 is included in the base bid the bidder shall note it on the bid sheet with the words "Included in Base Bid". The remote lighting shall include:

- A. Remote Monitoring System: System shall monitor lighting performance and notify manufacturer if individual luminaire outage is detected so that appropriate maintenance can be scheduled. The manufacturer shall notify the owner of outages within 24 hours, or the next business day. The controller shall determine switch position (Manual or Auto) and contactor status (open or closed).
- B. Remote Lighting Control System: System shall allow owner and users with a security code to schedule on/off system operation via a web site, phone, fax or email up to ten years in advance. Manufacturer shall provide and maintain a two-way TCP/IP communication link. Trained staff shall be available 24/7 to provide scheduling support and assist with reporting needs.

The owner may assign various security levels to schedulers by function and/or fields. This function must be flexible to allow a range of privileges such as full scheduling capabilities for all fields, to only having permission to execute "early off" commands by phone.

Controller shall accept and store 7-day schedules, be protected against memory loss during power outages, and shall reboot once power is regained and execute any commands that would have occurred during outage.

- C. Management Tools: Manufacturer shall provide a web-based database of actual field usage and provide reports by facility and user group.
- D. Communication Costs: Manufacturer shall include communication costs for operating the controls and monitoring system for a period of 25 years.

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Community Relations

Use of School Facilities and Equipment

Use of Facilities and Fee Schedule

The Board of Education recognizes that the school buildings and property are constructed and held for the benefit of the educational program within the Saunders County School District No. One. Therefore, it is the policy of the board that district programs shall have priority in the use of school facilities.

I. **Priorities for Facility Use**

The following priorities are established for scheduling the use of School District facilities and equipment:

- A. **Priority 1 Uses:** Building or district-wide school events, activities, and programs;
- B. **Priority 2 Uses:** Events or activities that are designed to serve Ashland-Greenwood students or are related to any function of the school when such functions are planned and directed by Ashland-Greenwood Public Schools Foundation, approved school-community associations, school-affiliated non-profit groups;
- C. **Priority 3a Uses:** Events or activities which serve Ashland-Greenwood area youth (i.e., a majority of participants must be from Ashland-Greenwood) that are planned and directed by non-profit youth organizations not directly affiliated with the school;
- D. **Priority 3b Uses:** Nonprofit groups and individuals whose activities promote adult physical fitness and recreation and who do not charge membership fees, request donations or have paid staff members and whose majority of participants are residents of the Ashland-Greenwood community; or charitable fundraising events or activities;
- E. **Priority 4 Uses:** Non-profit public civic, service, or other public groups whose purpose for the use of the facility is to promote the general welfare of the Ashland-Greenwood community;
- F. **Priority 5 Uses:** Individuals or groups involved in activities not listed above.

II. **Limitations on Use of School Facilities**

In no event will the use of school facilities and equipment be permitted:

- A. when the use would interfere with any class-related use;
- B. when the use would interfere with events sponsored by the school or school groups;

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schools. Applications normally shall be filed at least five (5) days in advance of the activity. The application shall require that all applicants:

- A. agree to comply with all district policies, rules, and regulations that govern use of facilities;
- B. agree to be responsible for any damages incurred to facilities, grounds, or equipment during the period of such use;
- C. agree to have the Director of Activities as the final determiner as to whether repair or replacement is the appropriate remedy for any damages.
- D. agree to be wholly responsible for the supervision and control of all persons and activities during such use;
- E. agree to protect, indemnify, and hold the school district harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use, and, further that, if requested, the applicant will provide, prior to the planned use of a facility, a Certificate of Liability Insurance in the amount of one million dollars, naming Ashland-Greenwood Public Schools as an additional insured. Certificate of Insurance may be required when the activity involves some risk to the participants or, if requested by the school district insurance carrier.

District employees wishing to use a district facility for other than their assigned contractual duties must submit a completed Application for Use of School Facilities and shall be subject to the same rules (including fees and charges) as non-employees. This policy shall not prohibit employees from sponsoring open gyms for school age youth provided the employee sponsor the activity, takes responsibility for the facility and the supervision of the participants.

#### IV. Cancellation of Approved Applications

A previously approved facility use may be cancelled for one or more of the following reasons:

- A. failure of the applicant to pay applicable fees or charges for this use or any prior use;
- B. failure to reimburse the District for damages incurred during any prior use;
- C. evidence satisfactory to the District that applicant's use of the facility would violate a district policy, rule, or regulation or would be illegal;
- D. any violation of the terms and conditions of the application;
- E. any change in the school activities that presents a conflict with the use;
- F. any snow or ice accumulation that would require additional removal costs for the District; or
- G. any other event or circumstance, which, in the opinion of the administration, necessitates cancellation of the use.

In the event a previously approved facility use is cancelled, the District shall not be responsible for any damages incurred by the applicant as a result of such.

An applicant may, without penalty, cancel a previously approved facility use by giving notice of such to the District at least 48 hours prior to the scheduled use. If notice is given within 48 hours of the scheduled use, the facility use fee may not be refunded.

#### V. Use of Facilities Rate Schedule

A Use of Facilities Rate Schedule shall be reviewed and revised as necessary and distributed by the Superintendent's Office. Such schedule shall include, but not necessarily be limited to, fees for facilities use, equipment use, access charges and charges for staff time.

## VI. Rate Schedules

The following fees and charges shall be assessed for the use of school district facilities and equipment:

- A. **Priority 1 Uses:** No fees will be assessed.
- B. **Priority 2 Uses:** No facility use or equipment use fee will be assessed. An access charge may be assessed for use during periods of time when building staff are not on duty.
- C. **Priority 3 Uses:** No facility use or equipment use fee will be assessed. An access charge may be assessed for use during periods of time when building staff are not on duty. A charge may be assessed for a use that requires additional staff and/or custodial time.
- D. **Priority 4 Uses:** A reduced facility use and/or equipment use fee will be assessed. An exception to facility use fee may be made for the use of outdoor facilities including playground, running track or grounds areas if the use involves a minimal number of individuals and the activity will not cause damage to turf, trees and shrubs, will not cause the creation of additional garbage or trash, or damage other outdoor improvements. An additional access charge may be assessed for use during periods of time when building staff are not on duty. An additional charge may also be assessed for a use that requires additional staff or custodial time.
- E. **Priority 5 Uses:** A full facility use and/or equipment use fee will be assessed. An exception to facility use fee this may be made for the use of outdoor facilities including playground, running track or grounds areas if the use involves a minimal number of individuals and the activity will not cause damage to turf, trees and shrubs, will not cause the creation of additional garbage or trash, or damage other outdoor improvements. An additional access charge may be assessed for use during periods of time when building staff are not on duty. An additional charge may also be assessed for a use that requires additional staff time.
- F. Use fees may be waived for public service meetings or presentations upon prior approval by the Superintendent of Schools.

## VII. Equipment Requirements

Approval for the use of a facility shall not include the use of school equipment unless specifically requested and approved on the application form.

## VIII. Access Charges

An hourly access charge shall be assessed to compensate the District for expenses incurred in providing building access including paying staff to unlock and lock the facility, turn lights on and off and to disarm and arm the security system. Such charge may be waived if an employee volunteers his or her time on his or her own free will to take responsibility for opening and closing the facility.

If a user desires to have a custodian assigned exclusively to assist with the use, or if the school administration determines that a custodian is necessary due to the nature of the

activity (i.e. food being served or concessions being sold) an additional charge for such service shall be assessed.

In some instances, a facility rental fee will also be charged. The reduced facility rental fee shall be primarily for paying for the costs of utilities (heating, lighting, air conditioning, water, etc.). The full facility rental fee established shall also take into consideration the maintenance and upkeep of the facility as well as the depreciation of the facility.

In situations where no advanced cancellation notice has been received by the District and the user does not appear at the scheduled time, the staff assigned shall remain available at the facility for one hour before securing the building and departing. An access fee will be assessed to the scheduled user for such time.

**IX. Special Staff Requirements**

The building administrator may, due to the nature of the activity assign special staff for an event such as security and supervisory staff or maintenance personnel. Arrangements for any additional staff shall be made by the building administrator or his/her designee. The cost of additional staff shall be borne by the applicant.

If the approved use involves employees other than those specifically *required* by the District, the user may contract directly with the employee.

**X. Religious Organizations**

Religious organizations may make application to use a district facility for a period of one year. An extension may be granted if satisfactory evidence exists that the organization is in the process of constructing or acquiring other non-district facilities for its use. Satisfactory evidence shall include a purchase agreement or lease agreement on property or other documents demonstrating intent to relocate to a non-school facility.

This shall not apply to youth religious organizations and clubs formed and operating in accordance with Equal Access Act.

**XI. Use of Open Areas**

School playgrounds, practice fields, and other open areas which are not being used for school activities shall be available to the general public on a first-come, first-served basis from one hour before sunrise to one hour after sunset each day. Thereafter, such areas shall be closed to public use. The only organizations that may submit an application to *reserve* the use of such areas shall be non-profit organizations serving Ashland-Greenwood youth. Any groups using such facilities shall be responsible for any damage occurring as a result of such use and shall be responsible for clearing the grounds of litter after such use. Members of the public that use such open areas, use them at their own risk.

**XII. Snow Removal**

In the event of significant snowfall (or accumulation of ice) prior to a use of district facilities, the District's operations and maintenance supervisors shall make a determination as to whether or not snow (or ice) removal is required. If such is required and if snow (or ice) removal is not necessary for other school-related activities, the scheduled use shall be canceled or, if mutually agreed to by the District and the user, the

snow (or ice) will be removed by district personnel or contractors and an additional charge for such will be assessed to the user.

All snow (and ice) removal on school district property must be made by school district personnel or by properly insured independent contractors approved by and working for the District. Users will not be permitted to engage in snow (or ice) removal activities nor will they be permitted to hold activities on school property without proper snow (or ice) removal.

In the event that school classes are cancelled due to snowfall or the accumulation of ice, all public use of the school facilities will be cancelled as well.

### **XIII. Vehicle Parking**

Vehicles may properly park in school district parking areas when attending school activities, when conducting school related business, or when in attendance at any approved use of school facilities. Vehicles must park in designated parking areas. The school district grounds may not be used for parking vehicles. Any vehicles, which are not permitted by this rule to be parked on school property, shall be subject to towing from school grounds at the owner's expense. Similarly, vehicles that are improperly parked shall also be subject to towing from school grounds at the owner's expense. Improper parking shall include, but not be limited to, parking in driveways or throughways, parking over painted stall lines, and parking on grassed areas.

### **XIV. Adoption**

This policy, upon adoption, shall take full force and effect as of August 1, 2008 and all existing or prior agreements with users shall be considered null and void as of that date.

Adopted: May 5, 2008