

Tatum ISD

Athletic Facilities Rental Guidelines

Persons or groups wanting to rent Tatum ISD athletic facilities must obtain the Rental Guidelines and complete the Facility Use Agreement from the Tatum ISD website, www.tatumisd.org, or contact Tatum ISD Athletic Director, Darren Hylander, 903-947-0107 or Athletic Secretary, Lori Bess, at 903-947-0181 or bessl@tatumisd.org.

The Tatum ISD Athletic Complex is available to host:

- Football Games
- Soccer Tournaments
- Community Events
- Marching Band Competitions
- Special Olympics
- Track and Field Meets

Eagle Stadium is located at Tatum High School, 600 Crystal Farms Road, Tatum, Texas 75691

Eagle Stadium Accommodations

Seating

- Total Seats – 4600
- Wheelchair accessibility and viewing on both sides
- Mid-level access on both sides allowing access to seats up and down bleachers

Playing Surface

- SafePlay artificial turf

Scoreboard

- Video screen scoreboard
- Tatum ISD personnel will operate the scoreboard

Parking

- On and Offsite parking at no charge
- Aerial view of stadium and parking attached

Pressbox

- Community Room (seats 25 guests)
- Home Team – 10 community room passes
- Visiting Team – 10 community room passes
- Home and Visitor Coaches Booths
- Press box 3rd floor – coaches and scouts
- Radio broadcast rooms with telephone lines for home and visitors (2nd floor)

Concessions

Three concession stands – Two on the home side and one on the visitor side

Field House

Home team locker room
Visitor team locker room
Officials' dressing room

Eagle Stadium Information (regular season or playoffs)

1. Dressing rooms will be open 2 ½ - 3 hours prior to game time.
2. Gates will open 1 ½ hours prior to game time.
Each participating school must provide a **copy** of the pre-sale tickets, passes and sideline passes with color listed.
3. Media may enter the main gate with credentials. (special passes not needed.) Media should contact Wes Boyd with any technical questions (903-947-0168 or boydw@tatumisd.org)
4. The home team is responsible for the national anthem.
5. Each participating school shall ensure that Band, Drill Team, and Cheerleader sponsors are aware of the stated regulations and additional limitations pertaining to the field listed in this packet.

Tatum ISD will provide:

1. Ticket personnel, gate keepers, clock operators, PA announcer, supervisor, field preparations, maintenance/cleaning crew, lights, security, and concessions. Tatum ISD will retain all concession revenue.
2. Tickets for sale at the gate
3. Dressing rooms for each team
4. 20 press box passes (10 Home, 10 Visitors) for stadium use only. Press box personnel need to be adults.
5. 10 side line passes for stadium use only.
6. Payment of all game expenses and provisions of a final sales report following the event.

Competing Schools Provide:

1. All game officials and chain crew for stadium (both schools agree upon). Tatum ISD will pay upon receipt of time sheets and W-9 forms.
2. Game program and program sellers
3. Provide Tatum ISD with a copy of the pre-game tickets sold and a ticket report
4. Provide Tatum ISD a copy of all passes to be honored
5. Sign and return Facilities Use Agreement
6. A roster emailed to bessl@tatumisd.org prior to game day.
7. Press box form (including number of media and call letters)
8. Announcer form
9. Information for the jumbotron: a) logo in jpeg b) starting lineup c) roster (separate email)

Out of gate expenses:

Rental fee
UIL fee
Officials
Any additional add-ons

Insurance

Certain events, as deemed necessary by the Superintendent, may require Lessee to provide an insurance policy naming Tatum ISD as additional insured.

Rental Agreement

The Lessee shall ensure full responsibility for protecting school property and equipment and assumes any and all liability for repairs or replacement or for any damage done to buildings, equipment or school property used by the Lessee.

Lessee also assumes full responsibility for the conduct of any and all persons using the facility during the use. The Lessee shall pay for any damages to the property. Misuse or abuse of equipment or facilities shall result in immediate denial of further use.

The applicant, organization, association, or Lessee agrees that it shall defend, hold harmless and indemnify the Tatum Independent School District, Board of Trustees, and employees from any and all demands, claims, suits, action, and legal proceedings brought against it from the use of facilities.

Persons or groups using school facilities shall conduct business in an orderly manner.

Persons or groups using school facilities shall abide by all laws and District policies, including but not limited to those prohibiting the use, sale, or possession of alcohol, illegal drugs, firearms, tobacco products and e-cigarettes on school property.

General Guidelines

- a) The athletic department will schedule all rentals of athletic facilities. The Athletic Director shall decide if the activity is suitable for the football field, gymnasium, or other area(s) requested by Lessee.
- b) Tatum ISD wants your event to be a success. We will do whatever we can to support that goal. Due to the varied components necessary to planning and scheduling athletic events, each will be prepared individually.
- c) A signed agreement provided by the District setting forth the terms of the rental agreement is required of all groups.
- d) Persons or groups using school facilities shall abide by all laws and District policies, including but not limited to those prohibiting the use, sale, or possession of alcohol, illegal drugs, firearms, tobacco products and e-cigarettes on school property.
- e) A custodian will be required from time of opening facility until closing facility.
- f) The District may unilaterally cancel any agreement for any facility by giving notice twenty-four hours prior to a requested lease period if the district determines that it must use the facility for a function related to the operation of the District.
- g) The District shall have the right to cancel or move an event to another location, based on availability within the District, should a disaster occur that would require extensive repairs. In case of emergency, a twenty-four hour notice may not be possible. If suitable location not found, Tatum ISD will refund any amounts paid.
- h) Requires Superintendent approval for the waiving of any rental fees.
- i) All posted advertisements on or at the athletic facility regarding the activity or performance subject to this Lease must be submitted to the Superintendent for prior approval before posting.

Use of Eagle Stadium for Play-Off Games

Eagle Stadium may be reserved for special events via the Athletic Department. Prior approval is mandatory. Tatum ISD Booster Clubs will operate the concessions and retain all profit.

A custodian/maintenance person shall be present to open and close gates and provide additional help as deemed necessary by Athletic Director.

Home teams will utilize the high school field house. Visiting teams will utilize the junior high field house. Officials will use the junior high coaches' office located in the junior high field house. Tatum ISD athletic director will assign specific school employees for these areas to assist.

Regulations

Restrictions on playing field:

- 1) No metal cleat shoes
- 2) No vehicles
- 3) No live mascots
- 4) No cannons or confetti
- 5) No spectators
- 6) No glass containers
- 7) Use of sunflower seeds, gum, and other similar type products are prohibited on field
- 8) Use of tobacco and alcohols is prohibited on district property
- 9) The use of chairs, stools, ladders, high-heeled shoes, stakes, or other pointed objects are prohibited

Additional limitations:

- 1) Water is the only liquid allowed on the field. Groups may not bring colored drinks, such as Gatorade, on the field. Teams may have electrolyte drinks in the dressing room, but NOT on the field. Bands and other support groups may have drinks in the stands only. Cheerleaders may bring water only.
- 2) "Run through" signs must be vinyl. DO NOT use painted paper.
- 3) Band props must not mark or scar the field or track. This includes painted items as well as sharp wheels or other equipment that may damage the artificial surface.
- 4) No ice chests allowed in the stadium except for the competing teams, band, drill teams, and cheerleaders with prior approval. **Absolutely no bottles, cans, or food on the field.**
- 5) Those without proper credentials or non-uniformed individuals will not be allowed on the field.
- 6) Spirit signs must be removed immediately after the game. No signs may be placed on the press box.
- 7) All pass through gates will be secured prior to the end of the game.
- 8) NO ONE will be allowed to enter the area around the field until the officials and teams have exited the field.
- 9) No animals are allowed in the Stadium or on the field and track unless the animal is a service animal.
- 10) No bicycles, skateboards, or roller blades are allowed inside the stadium.

Press Box

- 1) Admittance to the press box is by PASS ONLY received from Darren Hylander, Athletic Director, in advance of game.
- 2) Radio and press must call/email in advance to Lori Bess: bessl@tatumisd.org or 903-947-0181.
- 3) Press box hospitality will be provided upon request for additional fee.

Media (Newspaper and Radio)

Please contact Wes Boyd (903-947-0168 or boydw@tatumisd.org) with any technical questions about the press box at Eagle Stadium.

Radio personnel – maximum number of spots – three (3)

Newspaper personnel – maximum number of spots – one (1) up top and one (1) on field

Media will enter the stadium through the main gate showing your media credentials (no special pass is needed)

Media must contact the school they are representing to be placed on their press box list. The participating School will provide the list to Tatum ISD Athletics.

Use of High School Gymnasium for Play-off Games (Basketball and Volleyball)

Only regular basketball rubber-soled shoes may be worn on the gymnasium floors.

The gate will be split between the games and the gym will not be cleared if a double header is played.

Tatum ISD will pay all game expenses, prepare the UIL report, and send copies of the financial report to each participating school.

Tatum ISD will be in charge of concessions for play-off games.

Use of Baseball/Softball Field

Groups or teams that use the Tatum ISD baseball or softball fields cannot reconstruct the mounds, bases, or base paths.

The group or organization agrees to there being one (1) key to the baseball/softball facility for said group or organization.

No vehicles (car, truck, etc.) on the field for game preparation or repair.

Any damage to the facility including, but not limited to: fencing, plumbing, electrical, storage, gates, and the field itself will be repaired, and/or financially reimbursed to Tatum ISD.

Tatum ISD baseball equipment can not be used at any practice or game.