

Kelso Batting KAGE Standard Operating Procedures

*This SOP is subject to change depending upon current demand and use of the facility,
and will be updated within this SOP and posted online*

Kelso School District Policy 4260

All users must agree to and abide by the "Use of School Facility – Policy & Procedure 4260."

Violations of the policy and procedures may result in denial of use.

Priority of Users

1. **Kelso High School teams will have primary priority on KAGE use.**
2. Community league/team organizations will have secondary priority.
 - Kelso Babe Ruth
 - Kelso Youth Baseball
 - Kelso Girls Softball Association
 - Lower Columbia College
3. Recognized Community Organizations (**KBR, KYB, and KGSA**) will have their designated time slots from the **first day of tryouts to the last day of the regular season**. Outside of that period, KAGE times need to be scheduled on the facility calendar.
4. Community teams and organizations need to schedule thru the facility calendar.

Mode of Access

- All users will be required to obtain and use an electronic access card to operate the electronic door lock.
- Cards can be obtained at the Kelso School District Maintenance office (612 Ash St, Kelso).
- Each user will be charged \$15 per card and/or replacement.
- Community league representatives will obtain & verify their team cards annually.
- No building keys will be issued.
- Proof of Liability Insurance will be required prior to card issuance. (waived if covered by league organization)

Parking

- **Coaches** – may park in the designated spaces around the KAGE if they are unloading and loading equipment.
- **Players** – may park in the designated parking areas at KHS or Tam-O'-Shanter City Park. Parents and players are not allowed to park around the KHS fields or KAGE.
- **Handicap Parking** – coaches with ADA plates/placards will be issued a key for the entry gate to park in the designated parking around the KAGE.

Facility Use Requests

1. All facility use will be posted on the online Community Use calendar.
2. Kelso High School teams and Community league teams will be scheduled using a daily block of time.
 - a. No other organizations will be allowed to use the KAGE during these time blocks unless that organization is not using the facility.
 - b. Each league will manage team use for their block of time.
3. All other organizations and individual users will submit requests from the online Community Use Calendar website. (www.kelso.wednet.edu - "Menu -> How Do I...Rent a Facility" link)
4. Scheduling of

CONTACTS

Medical or Fire Emergency	911 immediately
Kelso School District Maintenance Department	360-501-1340
- Anita Caldwell, Facilities Assistant - Scheduling, facility approval, general questions/concerns, building repairs, security & access concerns, irresponsible behavior.	
- Paul Richie, Facility Supervisor - Unresolved concerns after speaking & problem solving with assistant.	
Kelso High School Athletic Director	360-501-1800

- KHS Team questions
Dugout Club Presidents

John Jabusch and Curt Ransom

Request to use the KAGE www.kelso.wednet.edu Menu -> How Do I...Rent a Facility

Hours of Operation

Kelso High School teams

Monday – Friday 2:45pm – 6:00pm
Saturday 8:00am – 12:00pm

Community Organizations

Youth Baseball	Wed & Fri	6:00 – 9:00pm (KYB President – Steve Henifin) starting March 1st
Babe Ruth	Monday	6:00 – 9:00pm (KBR President – Travis Keele) starting Dec. 18th
	Saturday	12:00 – 5:00pm starting Dec. 23rd
Softball (KGSA)	Tues & Thurs	6:00 – 9:00pm (KGSA President – David Mackin) starting March 2nd
LCC Softball	Mon-Fri	12:30 – 2:45pm (LCC coach Traci Fuller) year round

Community Open Use (As of October 1, 2023, community open use groups are limited to one, 2-hour time slot mid-week, and one, 4-hour time slot on the weekends. This is subject to change depending upon current demand and use of the facility and will be updated on this SOP and posted online)

Saturday 5:00pm – 9:00pm
Sunday 9:00am – 9:00pm

NOTE: Community teams may use the KAGE on your assigned date prior to your scheduled start time as long as the KHS team are finished for the day. KHS teams may finish early but may extend until 6pm.

KAGE KARE

1. Park in designated parking lots.
 - a. Only coaches with equipment and/or disabilities may park adjacent to the KAGE.
 - b. Keep access gate closed/locked.
2. Clean up after yourself. Leave the KAGE neat and clean.
 - a. Water bottles only.
 - b. No sunflower seeds, food or drinks.
 - c. Refrain from spitting inside.
 - d. Use garbage cans. Look around and clean up before you leave.
 - e. Report irresponsible users to the KSD Maintenance dept.
3. Be RESPONSIBLE
 - a. No alcohol, drugs, or tobacco on school district property.
 - b. No cleats (rubber or metal) allowed in the KAGE.
 - c. Provide your own equipment and balls. **DO NOT use Other Organization's equipment**
 - d. Do not hang bags and equipment on the nets.
 - e. Leave the screens inside the nets.
 - f. Leave the nets as you found them.
 - g. Report equipment & net damage immediately. Last recorded user will be held responsible.
4. Be SAFE
 - a. Setup netting properly to prevent balls flying over and under nets.
 - b. Do not swing bats outside the nets.
 - c. Do not loiter around the nets. Touch the nets only when entering and leaving.
 - d. Helmets must be worn by the pitcher and hitter inside the nets.
 - e. Only the pitcher and hitter are allowed inside the nets.

MAINTENANCE of the KAGE

Facility - Kelso School District Maintenance department will maintain and repair all components of the structure and building systems (lights, heaters, plumbing, electrical, structure, floor). KSD will clean restroom daily (in season), and as needed (off-season).

- Report problems with the facility to KSD Maintenance Dept. (360-501-1340)

Play equipment - DUGOUT Club will repair or replace common use equipment (example: nets, cables, screens, turf)

- All community league organizations shall contribute **\$100**/team annually to the Dugout Club for the purpose of replacing and/or repairing play equipment not supported by KSD. The amount will be reconsidered annually. Unpaid fees may result in discontinued use.
- All other users (non-community teams or individuals) shall pay a facility use fee per Policy 4260. Part of the fee may be used to fund equipment upgrades.
- Report problems with play equipment to the DUGOUT Club President.