



# Cape Elizabeth Town & School

## Use of Facilities Guidelines & Policies



It is the philosophy of the Town of Cape Elizabeth, its town and school officials, that our school and town buildings are community facilities. These facilities are available to citizens, groups and organizations. Policies and procedures are to balance the intended use, the demand for varied uses, the need to maintain and upkeep the facilities and contents, and to provide a safe environment for general use.

### **GENERAL EXPECTATIONS FOR ALL FACILITIES (policies specific to some locations found on back):**

- 1) **The use and possession of tobacco, alcohol, and/or other drugs on grounds is prohibited.**
- 2) Respect for equipment and facility is expected at all times including space capacity and intended space use. If damage occurs, please report it to the assigning organization.
- 3) Groups shall be adequately and appropriately supervised by an adult(s) at all times and until all participants have departed the premises. Report all accidents or injuries to the assigning organization.
- 4) Food and/or beverages are to be limited to the specified food and/or beverage areas.
- 5) Clean-up is the responsibility of the renter / user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles.
- 6) Renters should make themselves aware of the appropriate means of emergency egress and make sure all in attendance are aware of it.

**PRIORITY ORDER OF USE** of School and Town buildings / facilities is: Status 1) Town Emergencies / Elections; Status 2) Town/School Department programmatic uses in accordance with the intended purpose for which the space was acquired.; Status 3) CE Service Groups & CE Non-Profit Organizations; Status 4) Private CE Groups & Private CE Resident Functions; Status 5) Special Interest Groups / Non-Profit Organizations / Non-Residents Groups & Functions ; Status 6) Profit Group & Businesses. All facilities are available on a first-come / first-serve basis by reservation through the assigning organization.

**Bumping Order** is according to Priority Use Order, Time lines, and Sports Seasons. Exceptions may occur due to extenuating circumstances upon the discretion of the assigning organization.

**Sports Seasons:** In-season sports (refer to dates below) receive priority use in certain facilities. Out of season use, must follow Use of Facility Guidelines and are subject to the listed fees. Due to the number of Little League teams, individual teams will not be allowed practice time in the gyms.

*Fall Sports* - (soccer, field hockey, cross country, golf, MS tennis, football): 3rd week of August through 1st week of November

*Winter Sports*- (basketball, swimming, indoor track, hockey, skiing): 3rd week of November thru end of February Vacation

*Spring Sports* - (tennis, lacrosse, track, baseball, softball): 3rd week of March through end of school

Non-sports season times will follow the MPA guidelines for HS Sports. During these times, the non-sport specific open times may be scheduled through the Community Services Office provided "Facility Use Guidelines" are adhered to.

**INSURANCE / SUPERVISION:** Facility use requires the user to pay supervisor fees as determined by the Facility Policy Guidelines and assigning organization. Non-school/town activities are not covered by the town/school insurance policies. Groups/Organizations may be required to obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance (minimum of \$300,000) naming the Town of Cape Elizabeth as the additional insured as well as stating specific coverage for the intended activity/event.

**RESERVATIONS & CANCELLATIONS:** Reservations must be confirmed through the assigning organization, generally **no later than Thursday Noon** for any requests for the following week, Monday through Sunday. This schedule allows appropriate staffing and coordination of services. A "reservation" includes a completed application where required, paid fees, proof of insurance, and requests for set-up. The renter must be at least 21 years of age and assumes responsibility for appropriateness of activity, supervision and adherence to all policies. The assigning organization shall authorize all equipment usage and reserves the right to refuse and/or cancel any equipment or facility requests. Equipment is not to be removed from any facility. Once you have placed your reservation and we have confirmed it, we will staff your event, notify the appropriate agencies and people, and block off the space(s) requested from further rental consideration. Therefore, it is necessary for the following refund policy:

**CANCELLATION POLICY:** If notified two weeks prior to your rental date, 100% minus a \$10 processing fee will be refunded to you. Notification of less than 2 weeks and more than 3 business days before your rental date will result in a

50% refund. If notified 3 business days or less prior to your rental date, no refund will be issued. If the town closes down the facility due to inclement weather, we will notify you and attempt to re-schedule your event.

**AREA SPECIFIC POLICIES FOR THE TURF FIELD:**

- ❖ All uses are subject to approval by the Fields Allocation Committee.
- ❖ The lights shall be aimed (and periodically re-aimed as needed) and shielded with the best type of shielding available so that they light only the field and not neighboring properties.
- ❖ The field will not have a permanent public address system or other sound amplification devices. A portable public address system similar to the one currently used at the field only for pre-game announcements (starting lineup), to announce scores, and for trophy presentation ceremonies. Such portable system will be setup so that the speakers do not face in the direction of adjacent neighborhoods.
- ❖ The Town will take appropriate actions to maintain vitality of the wetlands and forested areas on the Town’s property between the field and abutting residents, including clearing of dead or dying trees.
- ❖ The Town shall take whatever actions may prove to be needed to ensure that access to the field is only by the school entrance and school parking lots.

**Hannaford Turf Field Use Limitations / Restrictions:**

- 1) *Activities are limited to those requests cited on this form and approved.* No golf play will be allowed.
- 2) Only players, coaches, officials, & trainers are allowed on the turf. All others must remain outside the 3 foot fence.
- 3) Do not drag goals or equipment on turf surface. No chairs (including lawn chairs) are allowed on the turf surface. Put goals back where they belong. Out of season goals belong outside of the fence.
- 4) Do not make “turf punctures” (no stakes, pins, metal cleats).
- 5) Do not mark or paint the turf surface.
- 6) Colorless water ONLY on the turf (no other drink, food, gum, sunflower seeds or tobacco use of any kind).
- 7) No bare feet on the turf.
- 8) No dogs or other animals on the turf field.
- 9) All trash should be deposited in the appropriate trash receptacles.
- 10) Report tears, stains or misuse of field to the Athletic Administrator &/or Community Services Director.
- 11) Be familiar with spillage clean-up procedures. If the kit is used, please report its use at the conclusion of your event so it can be refilled and restocked.
- 12) Respect and adhere to scheduled time limits.

**Facility Hours of Operation\*:**

<b>Monday thru Friday</b>	<b>8:00 AM - 8:30 PM</b>
<b>Saturdays &amp; Sundays</b>	<b>8:30 AM - 8:30 PM</b>

*\* Sundays thru Thursdays after 7:30 PM the facility is reserved for Adult use only*

**RATES & HOURLY FEES:**

All rates listed are for one (1) hour of use and do not include the services of a site supervisor. Request should include the time the space should be entered, starting & ending times of event, and the time space will be completely cleared/cleaned and should be locked. Fees for “special events” may be negotiated.

<b><u>GROUP</u></b>	<b><u>Rental Fee as of 2/2009</u></b>	<b><u>Light Fee as of 2/2009</u></b>
<i>Town / School / Community Services</i>	<i>none (assessed service fees)</i>	<i>none</i>
<i>CE Youth Organizations (in season sports)</i>	<i>none (assessed service fees)</i>	<i>\$30</i>
<i>CE Adult Groups / Out of Season Youth Sports</i>	<i>\$60 for 1<sup>st</sup> hr; \$30 each subsequent</i>	<i>\$30</i>
<i>Outside Adult Groups</i>	<i>\$90 for 1<sup>st</sup> hr; \$45 each subsequent</i>	<i>\$30</i>
<i>Tournaments by CE Groups</i>	<i>\$240 / day</i>	<i>\$30</i>
<i>Tournaments by non-CE Groups</i>	<i>\$360 / day</i>	<i>\$30</i>

**GATE RECEIPTS** - In accordance with School Board Policy

Decisions relative to requirements for police/security and public works personnel will be made by the Athletic Administrator &/or Community Services Director. Additional fees will be assessed for these services.

**SERVICES RATES for Fiscal Year 2009-2010:**

- Public Works Staff - \$32 per hour (minimum of 4 hours)
- Police Officer - \$50 per hour (minimum of 4 hours)
- Supervisor - \$22 per hour



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## Application for Use of **HANNAFORD TURF FIELD** Facility



Date(s) & Days of Week of Each Use: \_\_\_\_\_

**Times:**

Field Access: \_\_\_\_\_ Event to Begin: \_\_\_\_\_ Event to End: \_\_\_\_\_ Complete Field Exit: \_\_\_\_\_

What do you intend to use the requested space(s) for? *(be specific)* **Activities are limited to those requests cited on this form and are by approval.**

Who will be in attendance? \_\_\_\_\_ How many (approximately)? \_\_\_\_\_

What equipment and/or set-up does your request require? *(be specific)*

Who will be the adult (over 21 years of age) that will assume responsibility for facility security, appropriate activity, supervision, and adherence to all policies?

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone/Pager #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town / State / Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Town / State / Zip: \_\_\_\_\_

Person / Organization responsible for paying all additional billed fees, if different from the above listed responsible adult:

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone/Pager #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Town / State / Zip: \_\_\_\_\_

I, as the renter / user understand that my signature below indicates my full understanding and agreement to comply with and ensure that all facility rules and the conditions listed on the attached sheet are abided by and met. I do hereby agree to pay any delinquent costs should the above listed person / organization be remiss in paying costs incident to use. If I should have future requests of the same nature, I do hereby authorize Community Services to use the same form and do understand that all of the same rules, policies, and procedures will apply.

**X** \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and understand the "Reservation & Cancellation Policy".**

