

## **File: KFC - FIELD USE POLICY**

### **GENERAL**

1. The Millbury School Committee desires to make its fields, turf surfaces and grounds available for educational, recreational and civic purposes to recognized responsible local groups. Such use must be restricted to maintain the quality of the fields, turf surfaces and grounds. Such use is to be without interference to regular school activities. It is not the School Committee's intent to limit any qualified group from using the fields, turf surfaces and grounds rather it is their desire to maintain quality fields, turf surfaces and grounds that can be used for the purpose for which they were intended.
2. To be classified as a local group it must be incorporated as a non-profit 501 (c) 3 in Millbury or have the majority of its membership from the town of Millbury. The non-profit 501 (c) 3 certificate or documentation of the Millbury membership roster shall be part of the field use application. [where group is incorporated or ask for membership verification in order to get reduced fee]
3. Priority in the use of the fields, turf surfaces and grounds shall be as follows:
  - A. Millbury students in the fulfillment of their instructional, extracurricular or athletic programs
  - B. Faculty and parent meetings
  - C. Town sponsored boards or committees
  - D. Millbury students and/or citizens in a supervised activity as described a a local group from section 2
  - E. Organized Millbury adult sports leagues
  - F. Other Millbury charitable non-profit organizations
  - G. Millbury for-profit organizations
  - H. Other Public Schools
  - I. Out-of-town charitable non-profit organizations
  - J. Out-of-town for-profit organizations

Once a field space has been reserved, the field space rental is locked in and there are no “bumping” rights as per priority listing. Requests will be processed in the order that they are received.

4. The School Committee designates the Superintendent of Schools or his/her designee to approve the use of the fields, turf surfaces or grounds. Each Principal must also authorize the use of the field so there will be no conflict on its use.
5. Except by special vote of the School Committee, no field will be used for non-athletic activities.
6. A Field Use form is needed when requesting field use, available in the School Department Business Office or on the district website. It is recommended that the form be submitted at least fourteen (14) days prior to the date of use. The form will be returned to the Business Office. Once the application is approved, a permit for the use of the grounds will be issued by the Business Office. **ONLY THOSE GROUPS HOLDING A VALID PERMIT WILL BE ALLOWED TO USE THE SPECIFIED FIELD(S).** When requesting a particular field, please request the field, turf surface or grounds by school and field number. Please submit separate applications when requesting more than one location. See application for a listing of fees and regulations for field use.
7. The School Committee reserves the right to revoke an issued permit or exclude any group from field use if in their opinion such use would be detrimental to the field or turf surface condition or is otherwise in the best interest of the Millbury Public Schools. The School Committee will review field conditions periodically and may restrict use on a particular field.

## REGULATIONS

1. The permitted organization/group will be responsible for the conduct of its membership at all times. It is their responsibility to report field or equipment damage. Any organization/group which misuses the equipment or grounds or fails to provide proper supervision risks refusal of future applications. If any property is left damaged, an invoice will be forwarded for the repair or replacement cost of said damage.
2. The maintenance of the field, turf surface or grounds must be left to the staff of the School Department. No group should attempt to mow grass, cut trees or move bleachers or goals without the express permission from the Business Office. The fields will be lined and prepared by school department personnel when given sufficient advance notice.
3. If specific equipment is needed, i.e. soccer nets, the requirement must be disclosed on the field use request form.
4. State law strictly prohibits smoking or tobacco products on school property including buildings and grounds. Alcohol in any form is strictly prohibited. Windle Field is considered school property.

5. Use of the lights on lighted fields is strictly limited to permit use. It is the responsibility of the permitted organization/group to make sure the lights are extinguished when no longer needed or by 10:00 p.m., unless permission is granted for a later time.
6. The permitted organization/group is responsible for cleaning the field and grounds of litter. If any area is left littered, an invoice will be forwarded for the staff time needed to remove the trash.
7. When a permit is issued for a certain time, the group must vacate the property within that time.
8. The permitted organization/group is responsible for public liability or other such limits as required by the Town of Millbury and pay the cost of the same. The Town of Millbury is to be carried as an additional insured; on any policy and a certificate of insurance shall be issued to the Business Office before any field is used. A certificate of insurance for any organization/group not directly affiliated with the Millbury Public Schools will be required.
9. The School Committee reserves the right to cancel any permission granted.