

USE OF DISTRICT BUILDINGS AND GROUNDS

(GUIDELINES FOR USE OF THE CAMBRIDGE HIGH SCHOOL ATHLETIC FIELDS)

A. Facility Requests

1. A facility contract must be signed for all events for the School District of Cambridge athletic fields.
2. The Cambridge School District practices, programs and events will have first priority use of the athletic fields. This includes unscheduled games or events, such as playoff games or makeup games due to weather.
3. Outside requests may be canceled or rescheduled to meet the needs of the School District.
4. Inclement weather conditions: Should inclement weather occur and the applicant is not able to utilize the facilities, the applicant must contact the Cambridge Community Activities Program within 24 hours after the scheduled event to receive a refund or credit for that date.
5. District cancels event: The Cambridge Community Activities Program reserves the right to cancel any program or event due to inclement weather, unforeseen events or if the facility is not useable. CAP will contact the organization as soon as possible if the event needs to be cancelled. Payments will be refunded under these circumstances.

B. Use Regulations (All Users, including Teams)

1. Any group wishing to use the athletic fields is responsible for informing any visiting team(s) of the regulations outlined in this guideline.
2. All equipment needs must be identified in the contract.
 - a. Any equipment required for the event other than what has been requested is the responsibility of the organization using district facilities.
 - b. If the applicant requests use of any scoreboard or sound system, a representative of the organization must be trained by authorized district staff. This training may occur in advance of the event or on the day of the event.
 - d. Organizations must arrange for unloading or reloading of their equipment with outside labor. The organization must return the facilities and equipment in the same condition they were at the beginning of the period of usage. In the event of a failure to comply with this provision, the School District of Cambridge will take such steps as necessary to insure compliance with the contract and charge the actual cost incurred by the School District of Cambridge to remove or repair items.
3. Organizations shall assume full liability for any personal injuries or property damage arising in connection with the event. Organizations are required to provide their own comprehensive general liability coverage in the amount of \$1,000,000. A Certificate of Insurance is due at the time the contract is signed and returned. The District shall be held harmless against

any loss or liability. Organizations must agree to indemnify the District for any damages to athletic fields or equipment resulting from the event. Any damage caused by the event and/or its spectators is the responsibility of the organization. Repair or replacement shall be made to the satisfaction of the District.

4. The organization is responsible for their event operations and management. Event operations and management include, but is not limited to, oversight of the event/activity, scheduling/compensating officials, ticket sales, and supervision/security.
 - a. When deemed necessary by the School District of Cambridge or CAP, a designated event coordinator will be provided at events to serve as a liaison to the organization. Before, during and after any event, the Custodian will do a walk-through of the venue.
 - b. The organization shall provide an appropriate number of qualified personnel to perform supervision/security duties before, during and after their event at the athletic fields.
 - c. The District reserves the right to hire (or request the organization to hire) security for an event. All charges for security will be the responsibility of the organization.
5. No dogs or animals of any sort are permitted on school-owned property.
6. No bikes, roller blades, skateboards, motorized vehicles are allowed on the athletic fields or track at any time.
7. Tobacco and alcohol products are prohibited on any school-owned property.
8. At no time will glass or fireworks be permitted on the athletic fields.
9. All users of the athletic fields are asked to clean up their area after using the field so as to prevent any future hazards for players or spectators. Clean-up responsibilities shall include pick-up and disposal of all trash resulting from the event. The organization is responsible for any cleaning charges as a result of the activity.

LEGAL REFERENCE :

CROSS REFERENCE :

APPROVED: 12/17/12

REVISED:

POLICY: #830 (2)