

**TURF FIELD RENTAL**  
Procedures, Guidelines and Expectations  
(Effective March 1, 2015)

The following procedures, guidelines and expectations specifically apply to the use of the Raymond P. Chandler Stadium. Before filling out the *Duxbury Public Schools Building/Facility Use Form*, please review this document prior to applying for the use of the Turf Field. **Unauthorized use of any school facility in unlawful and considered trespassing.**

**General Information:**

1. The use of all facilities will be at the discretion of the Superintendent of Schools or designee. The appropriateness of the activity will always adhere to the proper use of a school building or grounds.
2. The activity should provide the community with an artistic, cultural, recreational or educational benefit.
3. Granting of permission to use school property should not be construed as an endorsement of any individual or group by the Duxbury Public Schools.
4. When scheduling conflicts occur, preference will be given to any organizations associated with the Duxbury Public Schools.
5. The School Department reserves the right to refuse the use of school property to any and all groups.
6. The School Department reserves the right to enter into special contracts and arrangements with any and all groups.

**Responsibility of the Applicant:**

1. The organization using the school property shall be responsible for controlling behavior of persons using the stadium or attending the function by assuring the following:
  - a. Children must be supervised at all times.
  - b. One responsible adult should be in charge and present at all times for every 10 participants.
2. In the event that property loss or damage is incurred during such use or occupancy of the Raymond P. Chandler Stadium or any school property, the amount of damages shall be decided by the appropriate school personnel and a bill for damages will be presented to the group using or occupying the facilities during the time that the loss or damage was sustained.
3. No reservations shall be made for the use of the Raymond P. Chandler Stadium until the rental agreement is approved by the Duxbury Public Schools.
4. Facility usage will not be approved until the beginning of the academic year.
5. Anyone considering renting the Raymond P. Chandler Stadium who wishes to survey the area shall coordinate this with the Director of Athletics to obtain permission to view the area.
6. Every organization must satisfactorily pay all fees, including additionally insured damages, before additional dates for future events will be considered.

**Time Limits:**

1. During a school day, as defined by the Duxbury Public Schools' yearly calendar, permission for use of the Raymond P. Chandler Stadium may not be granted until 3:30pm and may not extend beyond 10:00pm. Exceptions will be considered on an individual basis.
2. All facilities must be cleared within 30 minutes of the closing time indicated on the Raymond P. Chandler Stadium application.
3. Any exceptions to the time limit must be requested by the applicant in writing at least one week in advance and must be approved by the Duxbury Public Schools.

**Cancellations:**

1. A written request for cancellation must be received at least three business days prior to the agreed date/time. Failure to cancel shall obligate the applicant to pay a custodial fee and any other incurred expenses.
2. The Duxbury Public Schools, upon consultation with the Director of Athletics, may cancel permission to use the Raymond P. Chandler Stadium whenever such action is deemed necessary in the best interest of the school district. Advance notice will be given to the renter to the extent possible. Reminder: Postponement of school events may cause sudden change in the use of facilities.

**Safety Coverage:**

1. Groups receiving permission to use the Raymond P. Chandler Stadium are responsible for the observance of local and state safety regulations at all times. In accordance with the local and state regulations, appropriate safety coverage will be required at all functions.
2. The applicant is responsible for arranging and paying for the appropriate safety coverage for the event as determined by the Duxbury Public Schools. It is the responsibility of the renter to present proof upon registration or at least three business days if required in advance of the event of the acquired safety coverage. *Field use is subject to cancellation if documentation is not presented.*

**Smoking, Profane Language, and Gambling:**

1. The use of tobacco products (*state mandated*), profane language, or gambling in any form is strictly forbidden on all school property.
2. Food and certain types of beverages **are not** allowed on the track or turf field. No refreshments of any kind may be served unless approved. If approval is granted, serving refreshments shall be confined to the designated areas.
3. Violation of the above expectations may result in cancellation of future use.

**Custodial/Supervisory Care:**

1. Custodial service is required whenever the lights for the Raymond P. Chandler Stadium are being used.
2. Organizations using the Raymond P. Chandler Stadium will be assigned custodial personnel when the school district deems it necessary.
3. The Duxbury Public Schools will indicate the number of custodians required depending on the size of the event, the day of the week, as well as the furniture set-ups that may be required.
4. The renter will be charged the current rate for a minimum of 4 hours per event.
5. The fee to be charged will be based on when the custodian reported for the event and until he or she has finished the necessary cleaning at the conclusion of the event.

**Eligibility of Organizations:**

1. At least two weeks prior to the proposed use of facilities, applications must be made in writing on the appropriate form and submitted to the Business Office for approval.
2. Group 2 organizations may be required to provide proof of their 501(c)3 status with their application.
3. A security deposit of 50% payable to Duxbury Public Schools must be provided.
4. All groups must provide documentation of insurance coverage and waiver of liability of the Duxbury Public Schools at the time of application.
5. If additional custodial services are required, a fee shall be charged at the appropriate rate.

**Group Definitions:**

<b>GROUP 1:</b> <i>Duxbury Public Schools Affiliate</i> – Any group that is part of the internal group structure (band, boosters, school council, athletic, arts) whose primary purpose is to support school activities.
<b>GROUP 2:</b> <i>Local 501 (c)3</i> – Any groups that are associated with the Duxbury community and function on a non-profit basis (Scouts, youth groups, town departments, Lions Club, recreational groups, town youth sports).
<b>GROUP 3:</b> <i>Local</i> – Any groups that are associated with the Duxbury community that require a participation fee.
<b>GROUP 4:</b> <i>Non-Local</i> – Any groups that are not associated with the Duxbury community.

**General Guidelines for Facility Usage**

1. School facilities will be made available to eligible groups when requests are not in conflict with school functions.
2. If there is a conflict with a school-sponsored use after an agreement for use is made, the school-sponsored use will take priority. Exceptions will be considered by the Superintendent or designee when undue or extreme hardship might result to the contracting organization.
3. Minors may not rent school facilities.
4. A rental agreement is not transferable.
5. A rental agreement may be cancelled by the Duxbury Public Schools if the provisions of the agreement are violated in any way.
6. Reservations for rental use of facilities must be in writing and appropriately approved.
7. The district requires a current certificate of insurance naming Duxbury Public Schools as an additional insured party.
8. Rental of school facilities does not include the use of athletic equipment, musical equipment, sound systems, audio/visual equipment, etc.
9. Sponsoring organizations shall provide sufficient and competent adult supervision of participants for any requested usage of the facility.
10. Approved groups are restricted to the approved dates/hours and areas specified in the agreement.
11. Organizations using the facilities assume responsibility for damage to property or equipment.
12. Organizations are required to utilize the track mats and return the mats to the appropriate area at the conclusion of the field use.
13. The school district, at its sole discretion, may cancel an event due to inclement weather or unforeseen circumstances beyond its control.
14. Food, sunflower seeds, chewing gum, glass containers, cans and beverages not in sealable containers are prohibited.
15. Smoking, chewing tobacco, alcohol and any open flames are not permitted.
16. Pets are not allowed.
17. Golfing, metal cleats or other sharp objects are not permitted.
18. Bicycles, rollerblades, golf carts and other unauthorized motor vehicles are prohibited.
19. Goals, bleachers and other equipment may not be moved without permission of staff.

**Fees:**

1. The fee schedule is listed for each group category in the *Pricing Matrix*. Additional fees may be charged to cover incurred costs as necessary to accommodate the renter.
2. A non-refundable deposit of 50% of the total cost for the rental agreement must be paid by the applicant at the time the application is approved by the district. Billing for remaining rental fees, custodial costs, and other expenses from the rental agreement will be sent to the applicant within five business days of the completion of the rental. Payment of these services will be expected within 10 business days of the billing date.
3. The Duxbury Public Schools may bill require the entire fee be paid upon booking.
4. All checks should be made payable to the *Duxbury Public Schools*.

**Liability Coverage:**

1. **Indemnification:** In consideration for allowing the rental of school facilities and in full recognition of the Duxbury Public Schools fiduciary responsibility to protect owned property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the Lessor; it's officers and employees, to the fullest extent permitted by law, from any claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all Lessor facilities, by the Lessee, it's officers, employees, agents, representatives, contractors, customers, guests, and invitees.
2. **Insurance:** As evidence of its financial ability to indemnify the Lessor, during the term of this agreement, the Lessee shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this lease, such policy to provide limits not less than \$1,000,000 (one million) per occurrence. A Certificate of Insurance naming the Lessor as an Additional Insured shall be provided. Such insurance contracts shall be with companies acceptable to the Lessor and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

**FEE MATRIX**

<b>Contracted Items</b>	<b>Group 2:</b> (Local 501(c)3)	<b>Group 3:</b> (Local, require participation fee)	<b>Group 4:</b> (Non-Local)
Turf Field	\$55.00 per hour	\$55.00 per hour	\$165.00 per hour
Lights (also require a custodian, billed separately)	\$40.00 per hour	\$40.00 per hour	\$40.00 per hour
Custodian*	\$40.00 per hour	\$40.00 per hour	\$40.00 per hour

\*The minimum Custodial fee is a charge of 4 hours.

A Police detail must be booked by and paid for by the applicant as needed.

I understand and agree to the procedures, guidelines and expectations for rental of the Turf Field.

**ORGANIZATION INFORMATION:**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Organization's Primary Telephone #

\_\_\_\_\_  
Organization's E-Mail Address

\_\_\_\_\_  
Representative's Name (must be able to enter into a contract, Pres., VP, Treas., Director, etc.)

\_\_\_\_\_  
Representative's Title within Organization

\_\_\_\_\_  
Representative's Telephone #

\_\_\_\_\_  
Name of Responsible Party On-Site During Event

\_\_\_\_\_  
Responsible Party Telephone #

Group: \_\_1(School/Town) \_\_2\*(Local 501(c)3) \_\_3(Local – particip. fee) \_\_4(Non-Local/Priv./For-Profit)  
Please check one (refer to *Group Definitions for additional information*)  
\*Proof of Local 501(c)3 status required, please attach

**BILLING INFORMATION:**

\_\_\_\_\_  
Name: Send invoices to the attention of

\_\_\_\_\_  
Organization Street Address

\_\_\_\_\_  
Organization P.O. Box, if applicable

\_\_\_\_\_  
Street Address Town, State & Zip

\_\_\_\_\_  
P.O. Box Town, State & Zip, if applicable

**EVENT INFORMATION:**

\_\_\_\_\_  
Type of Event (game, practice, tournament, etc.)

\_\_\_\_\_  
Dates of Event

\_\_\_\_\_  
Specific Time Requested (i.e. 6:30am – 10am)

Event Needs: \_\_Outdoor Lights (fee) \_\_Restrooms (Bldg Fee) \_\_Equipment \_\_\_\_\_  
List Requests

\_\_Refreshments Served (DPS will notify you of designated area) \_\_Police Detail (Org. must arrange and pay for)

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\*\*\*\*\*  
**APPROVED / DENIED (CIRCLE ONE)**

\_\_\_\_\_  
Athletic Director / Date

\_\_\_\_\_  
Superintendent or Designee / Date