



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1330  
Page 1 of 17

## Community Relations

### Use of School Facilities

#### 1. Purpose and Scope

For purposes of adequate administration and control, the district Superintendent or his/her designated representative is authorized by provisions of the Education Code and Civic Center Act to determine the availability of school property under his/her jurisdiction and to enforce the laws, rules, regulations, and policies governing such use.

#### 2. Regulation

##### A. Control

The Superintendent or his/her designated representative shall perform the following functions:

- (1) Determine availability of facility (site);
- (2) Secure required signatures, information and applications for use of properties (site);
- (3) Determine the eligibility of individuals or groups seeking use of school property (district);
- (4) Determine if applicant is entitled to use of facilities on a free, youth discount, direct cost or fair rental value basis (district);
- (5) Issue permits to those who qualify, if the property is available (district);
- (6) Notify all parties and departments concerned when permits are issued, cancelled, or changed (district);
- (7) Keep adequate records of all uses of school property for public purposes (district);
- (8) Insist upon the observance of all rules and regulations as set forth by the Education Code, Civic Center Act and district office (site); and

- (9) Revoke permits and deny use of school property to any individual or group, when violation of regulations occur (district).

B. Priority for Use of Athletic Facilities

1. School site activities and programs
2. HBUHSD district schools' activities and programs
3. School support groups
4. Local community youth programs
5. Community recreational and cultural programs
6. Public agencies and public affairs groups
7. Non-profit special interest groups
8. ***Profit-making or commercial events, and out of district groups***

C. Eligibility for Use

The use of school buildings or school facilities, or part thereof, to individual persons, firms, corporations, groups, clubs, or associations is predicated upon the adherence to the rules and regulations as set forth by the Board. In general, the subject matter of civic center meetings shall pertain to the recreational, educational, political, economic, artistic, or moral interests of the community.

Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, obnoxious or injurious. The conduct of religious services for temporary periods by any church or religious organization which has no suitable meeting place for the conduct of services is legal. No group, regardless of its character, may monopolize the use of school property or interfere with the educational program of the school.

D. Safety

- (1) A facility use permit (approved application) does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment. Arrangements for the supervision, operation and payment for the use of any special equipment made available, shall be made with the school administrator approving the application.
- (2) No structures may be erected or assembled on school premises, nor any extraordinary electrical, mechanical, or other equipment be brought thereon, unless special approval has been obtained from the school administrator approving the application and approved by the Board of Trustees.

- (3) Any use of school facilities for non-school purposes shall comply with all State and local fire, health and safety laws. Persons or groups to whom permits, leases or other authorizations for the use of school property are granted shall assume the responsibility to ensure all such activities carried on, all equipment used or placed upon school premises, shall comply with applicable State and local fire, health and safety laws and regulations.
- (4) School facilities or property will not be available for any entertainment involving the use of animals of any type, kind or size, nor is straw or hay to be used in any activity unless approved by the Superintendent or his/her representative in advance.
- (5) The Superintendent or his/her designated representative reserves the right to provide police and/or fire protection services at users' cost for all activities held on school property, when such protection is deemed desirable.
- (6) All draperies, hangings, curtains, drops, and decorative materials in classrooms, auditoriums, libraries, cafeterias, hallways, or other rooms which may be occupied by more than 50 persons or which form an escape route to such areas, shall be made from non-flammable material, or shall be treated and maintained in a flame-retardant condition.

E. General Use Regulations

- (1) No group, regardless of its character, may monopolize the use of school property or interfere with the educational program of the school.
- (2) Possession or use of intoxicants or narcotics shall not be permitted, nor shall profane language, quarreling, fighting, or gambling, with the exception of bingo, be permitted. Violation of this rule by any organization during occupancy shall be sufficient cause of denying further use of the school facilities to the organization.
- (3) If free use is granted for an activity as provided in the Civic Center Act, the activity shall be nonexclusive and open to the public at no charge.
- (4) School equipment may not be used other than on school property, and then only in conjunction with the use of facilities.
- (5) School furniture or apparatus may not be removed or displaced by a permittee without permission from and under the supervision of the district school site employee in charge.
- (6) Juvenile organizations must have adequate adult sponsorship and supervision. Adequate supervision is considered to be not less than one adult per twenty (20) children.

- (7) The person or group receiving the permit shall be financially responsible in case of loss of, or damage to, school property as a result of its use.
- (8) All functions shall close by 11:00 p.m., unless special permission is secured in advance. All premises shall be vacated by the time specified on the application. Deviations or departures from this rule shall be cause for cancellation of all future meetings.
- (9) Recreational and athletic facilities shall not be available at any time which might interfere with the regular functions of the schools.
- (10) Smoking shall be permitted only in areas designated for that purpose, only when ashtrays are provided and no students are present.
- (11) Under no circumstances shall a room be used to accommodate a group in excess of the legal or specified maximum seating capacity for that room.
- (12) User shall offer no gratuities to school personnel, nor shall school personnel accept gratuities from the lessee.
- (13) No individual or group shall at any time distribute political literature on school property to students or adults, post it on school property, place it on school property for voluntary pickup, or place it in or on automobiles parked on school property, unless prior clearance has been secured from the Superintendent or his/her designated representative.
- (14) Charges for a facility use are payable by the date established in the district billing for such use or in advance, at discretion of district.
- (15) School premises shall not be available on such occasions or during such hours as to interfere with the regular functions of the school. Any approval given pursuant to the Application is subject to revocation at any time by the Superintendent or the Board in order to accommodate special or regular school activities. Violations of any of the district's rules and regulations are grounds for subsequent denial of a permit or termination of current permit.
- (16) Organizations granted the use of school buildings or grounds under the Civic Center provisions of the Education Code may be permitted to use district equipment which requires an operator, such as motion picture projectors, public address systems, etc., provided they agree to pay all costs, including labor to which the district may be subjected by reason of such use.
- (17) School property must be protected from damage and mistreatment and ordinary precautions must be maintained. Groups shall be responsible for

the condition in which the school buildings are left. Should school property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings.

- (18) Any individual, group or organization using school property for Civic Center or other purposes shall hold the district, Board and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.
- (19) The District may require that a custodian/ maintenance worker be in charge, whose duties shall include the opening and closing of buildings and grounds, and the operation of mechanical systems. Also, the custodian/maintenance worker or other assigned site personnel shall have the authority to enforce regulations and prevent disturbances.
- (20) All Charges for use of facilities may include custodial services. Added charges shall be made at an overtime rate for any additional services required.
- (21) All debris must be disposed of properly and the school facilities restored to their previous condition of cleanliness.
- (22) No preparation of any type shall be used on school floors by groups using the facility.
- (23) Requests for free use of district property from persons, firms, corporations, groups, clubs or associations desiring such use for or on behalf of any religious creed, church or sectarian organization for religious purposes shall be denied.

Use of buildings will not be permitted for religious or sectarian purposes during normal working hours of the school.

- (24) No permit to use buildings or facilities shall be granted for longer than one school year, nor so often during any year as to afford any person or organization a real or implied monopoly.
- (25) All permits shall be issued for specific rooms and for specific hours. It shall be the responsibility of the organization to ensure that the unauthorized portions of the building are not used and that the premises are vacated as scheduled.

- (26) When the general public is allowed to park on campus, vehicles must be parked in such a manner that fire-fighting equipment may have easy access to buildings and fire hydrants at all times.
- (27) The grounds shall not be used for recreational golf, archery, model planes, midget cars, motorcycles, javelin, discus, shot put, or tackle football unless directed by City Recreational Office or cleared with the district Superintendent or his/her designated representative prior to the time it is to be used.

#### F. General Regulations for Use Athletic Facilities

1. The approval of a Use of Facility agreement is based upon the priority order of users outlined above and facility availability, not on a first come first served basis. School facilities are not available for use at any time without an approved facility use agreement.
2. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1<sup>st</sup> of any given year.
3. School users take priority. Efforts will be made to avoid conflicts. However, if necessary, Facility Use Agreements may be cancelled without notice due to an unforeseen need by the school. Fees will be adjusted or refunded.
4. The school Principal or designee has complete discretion in approving or not approving facility use applications.
5. Use of fields may be cancelled due to adverse weather or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.
6. No group, regardless of its character, may monopolize the use of school property or interfere with the educational program.
7. Possession or use of tobacco, alcohol, intoxicants or narcotics shall not be permitted. The use of profane language, quarreling, fighting, or gambling shall not be permitted.
8. The person or group receiving the Facility Use Agreement shall be financially responsible, in case of loss of, or damage to, school property as a result of its use. Should school property be damaged or abused beyond normal wear, such damage shall be paid for by the organization involved and shall be sufficient cause for cancellation of future meetings.
9. Groups using the facilities are responsible for the behavior and decorum of their spectators, and enforcing all regulations.

10. Groups shall be responsible for the condition in which the facilities, including the parking lots, are left. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.
11. Pets are not allowed on campus in any location at any time.
12. All parking regulations will be enforced to ensure the safety of the participants.
13. Charges for facility use are payable by the date established in the district billing or in advance, at the discretion of the district. Delinquency in payment of more than 30 days will result in cancellation of contract and will impact future facility use in the district.
14. Facility Use Agreements will be cancelled or not renewed for violation of any of the above regulations. Cancellation or revocation of a contract is for one year in the district and will impact the organizations future ability to use facilities at other schools in the district.

#### G. Application Guidelines for Use of Athletic Facilities

1. Facility Use Agreements must be renewed each school year and will be contingent upon the facility use needs of the school and district as outlined in the general provisions and the priority for use.
2. All applications shall be made at least 15 working days in advance of the first date requested. A submitted application does not ensure approval of the request.
3. Non-school/district organizations requesting to use school facilities will be considered after the scheduling of all school activities and programs and not before July 1<sup>st</sup> of any given year.
4. A certificate of insurance along with an Additional Insured Endorsement must be submitted to the district office at least 10 working days prior to the date of use. The certificate must show a minimum of 1 million dollars of liability insurance, name Huntington Beach Union High School District as the certificate holder and additional insured, and cover the period of intended use of the facility.
5. Cancellation of the agreement by the user must be submitted in writing to the school at least two working days prior to the date of use.
6. All charges for use of athletic facilities will include custodial services, and other personnel as deemed necessary for the use of specific facilities. Added charges may be applied at the contracted overtime rate. This is in addition to the costs associated with use of the facility, i.e. electricity costs.

H. Protocols for:

Tennis Courts –

1. No more than one-half of the district tennis court facilities may be scheduled for use by organizations, including the Parks and Recreation Department. This rule is designed to make tennis courts available to the general public on weekends, during evening hours, and whenever school is not in session or using the facility. The Principal or designee will determine which courts are available for use.
2. No sport other than tennis will be allowed on the tennis courts.
3. Only school or city-sponsored lessons will be permitted on the courts.
4. Only persons wearing tennis shoes will be permitted on tennis courts. Street shoes of any type are not allowed.
5. Bicycles, skateboarding, roller skating, dancing, or pets will not be permitted on tennis courts.

Pools –

1. A district wide Pool Use meeting will be held by the end of March each year to establish the use by the various district schools and programs.
2. All pool regulations must be displayed and adhered to by users.
3. The presence of a Life Guard or a WSI certified adult is required for use. The user is responsible for providing safety and first aid equipment.
4. Locker room facilities will not be available to outside users.
5. The use of equipment, such as clocks and timers, is available for school and district use only. Outside groups are required to provide their own equipment.
6. Use of pools may be cancelled due to adverse weather, maintenance emergencies, or pool equipment malfunction as determined by school or district personnel. Any prepayment of fees will be refunded.

Fields -

1. Use of fields may be cancelled due to adverse weather or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.
2. Fields will be unavailable for use due to regularly scheduled maintenance and/or rest and reseeding.
3. Vehicles are always prohibited from driving and parking on any fields for any purpose.
4. All parking regulations will be enforced to ensure the safety of the participants.
5. Groups shall be responsible for the condition in which the facilities are left, including the parking lots. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.
6. Restroom facilities are not provided by the school. Users must provide an adequate number of port-a-potties based upon the number of participants. The users are responsible for arranging the delivery, service, payment, clean-up and



removal of all port-a-potties. Delivery, location, and pick-up must be coordinated with the school.

7. The use of equipment, such as P.A. systems, score boards, clocks, and timers, is available for school and district use only. Outside groups are required to provide their own equipment.
8. If the user requires fields to be lined, this service needs to be arranged for two (2) working days prior to the event. All fields will be lined by district staff and the user will be charged appropriately for this service.
9. Synthetic Fields – No food (including gum, sunflower seeds) or drinks allowed on the field, except water. Shoes appropriate for synthetic turf field are required. Spectators must sit in designated seating areas. Sport or lawn chairs are not allowed on the field. Supervision of the spectators and students are the responsibility of the “home” school. Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the stadium manager. Violation of any of the above regulations will result in immediate revocation of the use agreement contract.

#### Gyms -

1. Use of gyms may be cancelled due to adverse weather, unforeseen circumstances, or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.
2. Locker room facilities will not be available to outside users.
3. All parking regulations will be enforced to ensure the safety of the participants.
4. Groups shall be responsible for the condition in which the facilities are left. All debris must be disposed of properly and the school facility restored to their previous condition of cleanliness.
5. Seating, other than those provided by the school, are not allowed on the gym floor at any time.
6. No equipment, such as special lighting or scissor lifts, will be allowed in the gym without prior approval of the Principal or designee.
7. No food or drinks (with the exception of water) will be allowed in the gym at any time.
8. Only persons wearing tennis shoes will be permitted to play on the gym courts. Street shoes of any type are not allowed on the courts.
9. Bicycles, skateboarding, roller skating, or pets will not be permitted in the gyms.
10. Floor covering may be required for certain activities. The school Principal or designee will determine whether this is necessary and the school will place the floor covers prior to use. The user will bear the cost of the floor covering installation and clean-up.
11. The use of equipment, such as P.A. systems, score boards, clocks, and timers, is available for school and district use only. Outside groups are required to provide their own equipment.
12. Access to the gyms will be provided by school district employees. Keys will not be issued to users.

13. Gyms will be closed for scheduled maintenance during the summer and as needed. Gyms closures will be coordinated with the site staff.

#### Stadiums –

It is understood that groups that use the stadium facility will be charged for district stadium personnel at the appropriate rate. It is also understood that no food or beverages, except water, will be allowed on the track or field at any time. Shoes appropriate for all-weather track and synthetic turf field are required. Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the appropriate home school personnel. Violation of these rules will result in immediate revocation of the facility use contract.

#### 1. Definitions:

- The STADIUM SCHOOL is the school where the stadium is located.
- The HOST SCHOOL (including high school teams outside HBUHSD) is the school using the stadium.
- Outside organizations include any group not associated with HBUHSD, such as community youth sports groups.
- District Stadium Maintenance Supervisor manages the school stadium and oversees the maintenance; prepares and oversees activities; verifies authenticity of the rental agreements; recommends, enforces district operations policies and procedures.

#### 2. General Responsibilities:

- The STADIUM SCHOOL shall be responsible for scheduling the stadium. The STADIUM SCHOOL reserves the right to use the stadium during the school day, until 3:00 p.m. All events after the school day, including games and practices, will be scheduled by the STADIUM SCHOOL and put on a stadium calendar. All schools and programs will adhere to this schedule.
- The STADIUM SCHOOL is responsible for closing and securing the stadium from outside use or spectators. Practices will be closed to the public and the school that is using the field or track for practice is responsible for ensuring that the public (including parents) is not admitted.
- The STADIUM SCHOOL shall staff the facility with at least two stadium personnel to assist the HOST SCHOOL during their allotted time.
- Any overtime or other expenses required for the event by the HOST SCHOOL must be approved in advance by the STADIUM SCHOOL and shall be charged to the HOST SCHOOL.
- The HOST SCHOOL shall have access to the stadium only under the assistance of the STADIUM SCHOOL staff.
- The STADIUM SCHOOL'S responsibilities include:
  1. Lining the field
  2. Turning on the field lights
  3. Opening gates, teams rooms, press box, and concessions as applicable
  4. Putting up the flags of the United States and California

5. Supplying and opening the restrooms, and providing access to team rooms and press box where applicable. The district will be responsible for the cleaning and stocking of the stadium restrooms. The district restrooms will be closed during the daytime (teams will use the site restrooms) and open at night for practices and events.
  6. Providing all yard markers, end zone markers, down marker, and scoreboard console
  7. Setting up the field before the game (i.e. yard markers, end zone markers, etc)
  8. Securing all gates prior to the event
  9. Maintenance of the artificial turf before, during and after events
  10. Securing the field and all equipment after the event
  11. Setting up sound system, if required by HOST SCHOOL
- The HOST SCHOOL shall provide one person to assist the STADIUM SCHOOL/District Stadium Maintenance Supervisor. The HOST SCHOOL'S responsibilities include:
    1. Controlling all gates and access roads
    2. Cleaning the fields after the game/event (i.e. yard markers, end zone markers, etc)
    3. Cleaning the stadium the morning following the game/event, including the restrooms.
  - Use by outside organizations:
    1. There will be no outside organizations permitted to use the district stadiums during the first year in operation. Any exceptions will require the approval of the Superintendent. The use by outside groups will be reevaluated at the end of the year from opening.
    2. There will be no locker room access by the organization.
    3. A district stadium employee will be present during the event(s) and the outside organization will be billed for this service.
    4. The STADIUM SCHOOL will be responsible for cleaning the facility and the outside organization will be charged accordingly.
    5. The outside organization will be responsible to provide appropriate supervision of the facility and spectators, in consultation with the District Stadium Maintenance Supervisor and STADIUM SCHOOL.
    6. The outside organization will provide a person to work with the stadium employee on preparation of facility.
3. General Guidelines for Athletic Use of Stadiums (Cross Country, Field Hockey, Football, Lacrosse, Soccer, and Track)
    - A district wide Stadium Use meeting will be held by the end of February each year to establish the use by the various District schools and programs.
    - Every attempt should be made to balance the number of Thursday and Saturday night games by district teams during the current year and over multiple seasons.

- The STADIUM SCHOOL may play all levels of games during the day on the stadium field or track if conditions permit.
  - All storage required by the HOST SCHOOL shall be housed at their school. Accommodations will be made to for concession storage if it is determined that there is available space.
  - All costs required for services shall be charged to the HOST SCHOOL at the specified rates in the employee contracts or for students at the prevailing student wage.
  - The only personnel permitted to operate the track, sound, and scoreboard equipment shall be trained adults assigned by the schools and district staff.
  - The HOST SCHOOL shall be financially responsible for all repairs and/or replacement of lost or damaged equipment in the stadium (see section --- for maintenance repair procedures).
  - CIF Play-offs games are to be scheduled between the STADIUM SCHOOL and the HOST SCHOOL as soon as the game date is known.
  - CIF Play-off games will take priority over previously scheduled night practices by athletic teams or bands or outside organizations.
  - Practice use in the stadiums during the day time will be limited to the STADIUM SCHOOL (until 3:00 p.m.) Afternoon and evening practices by district groups must be submitted for stadium usage approval by the STADIUM SCHOOL as soon as possible.
  - All costs required for services shall be charged to the HOST SCHOOL. The HOST SCHOOL will provide at least one administrator at all events in the stadiums, except at team or band practices.
  - If tickets are sold, the HOST SCHOOL will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection. For outside school teams, the STADIUM SCHOOL will assist with this provision.
  - At large events, the HOST SCHOOL will provide adequate police and other adult supervision to ensure appropriate crowd control and parking; specified rates in the employee contracts or for students at the prevailing student wage.
  - There will be NO vehicles or carts allowed in the stadium areas (track and/or field) that are not authorized by the stadium manager or being used for maintenance of the stadium.
  - Stadiums may be unavailable for use at various times due to regularly scheduled maintenance.
  - Use of stadium fields and/or track may be cancelled due to adverse weather, unforeseen circumstances, or maintenance emergencies, as determined by school or district personnel. Any prepayment of fees will be refunded.
4. General Guidelines for Use of Stadiums by District Bands (Practices, Tournaments, and Festivals)
- A district wide meeting will be held by the end of the school year to schedule dates for band programs to practice in stadiums and/or under the lights ensure

that the various schools have access to stadium use. An assistant principal from each school will bring proposed dates to the meeting to work out a schedule that meets the needs of the band programs at all schools.

- A reasonable attempt will be made to schedule times for all district bands to use the stadiums, ensuring equity of for all programs.
- The only personnel permitted to operate the sound/scoreboard equipment shall be trained adults assigned by the schools.
- The school using the stadium shall be responsible for all repairs and/or replacement of lost or damaged equipment in the stadium.
- All costs required for services shall be charged to the school using the stadium.
- The school using the stadium for an event, such as a tournament or festival, will provide at least one administrator, except at team or band practices.
- If tickets are sold, the school will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection
- There will be NO vehicles or carts allowed in the stadium areas (track and/or field) that are not authorized by the stadium manager or being used for maintenance of the stadium.

5. Supervision of Events in the Stadiums

- The HOST SCHOOL will provide at least one administrator at all events in the stadiums, except at team or band practices.
- If tickets are sold, the HOST SCHOOL will provide Uniformed District Public Safety Officers or local police officers and other adult supervision for ticket sales and ticket collection. For outside school teams, the STADIUM SCHOOL will assist with this provision
- At district graduations and other large events, the HOST SCHOOL will provide adequate police and other adult supervision to ensure appropriate crowd control and parking.

6. Stadium Field Guidelines

- Stadium Use Guidelines -(Appendix A) will be distributed to all participants along with athletic contracts and/or facility use requests. This signed agreement must be returned prior to use.
- The HOST SCHOOL and the district Stadium Maintenance Supervisor is responsible for the safety of those attending the events. The Stadium Maintenance Supervisor has the final authority on all issues pertaining to the stadium operations. In the event of stadium usage not addressed within this document, or possible exceptions to it, the Stadium Maintenance Supervisor and designated HOST SCHOOL administrator have final approval. Rules regarding stadium use include:
  - All spectators will need to be seated in the stadium bleachers during the course of any event. There will be no loitering by anyone

- underneath the bleachers on or around the railing and fence areas of the athletic field.
- FOOTWEAR on Field Turf areas that is permitted include shoes with the standard molded plastic cleats and/or flat soled shoes, such as running shoes, sneakers, and tennis shoes. FOOTWEAR on Atlas Track surfaces – pyramid shaped spikes, sized between 1/8” – 3/16” in length is allowable.
- Metal cleats of any kind or the newly designed V cleat are prohibited.
- The following are the approved and permitted activities on any of the HBUHSD Stadiums. Access must be provided for individuals in wheelchairs and crutches, as per ADA, and schools will need to work with the district Stadium Maintenance Supervisor to meet this requirement and provide proper protection for the artificial surfaces.
  - Football
  - Graduations
  - Physical Education Classes
  - Soccer
  - Band
  - Physical Exercise (Jogging)
  - Track and field
- ALCOHOL, TOBACCO, NARCOTICS AND FIREARMS ARE PROHIBITED BY LAW, in the stadiums and on school property.
- GLASS CONTAINERS AND BOTTLES are not allowed in the stadium.
- Teams may have only water on the sidelines – no electrolyte drinks are allowed.
- INDIVIDUAL COOLERS, ICE CHESTS, FOOD OR BEVERAGES other than bottled water are not allowed on the field or track (it includes nuts or seeds of any kind and any kind of energy drinks for the athletes and cheerleaders). There is to be NO DUMPING OF ICE OR WATER on the field or track.
- Food will not be permitted to be brought into the stadium. Food sold in the concession areas within the stadium is permitted outside of the track and field area and in the bleachers.
- BACK PACKS AND LARGE BAGS are subject to search upon entering the stadium.
- ANIMALS, SKATEBOARDS, FRISBEES, ROLLERBLADES, and BICYCLES are not allowed in the stadium.
- No group or individual, other than authorized staff are allowed in the stadiums, unless authorized for use or by previous arrangement through the facility rental agreement.
- All equipment such as training tables, staging, chairs, with legs must have protective base under it and must have prior approval with the Stadium Manager for use in the stadium.
- ALL vehicles and carts are strictly prohibited on artificial surfaces.

- Uses of heavy equipment or staging are restricted and require the approval of the Facilities Maintenance Supervisor.
  - Batons, short and tall flags must have prior approval by the Stadium Manager for use in the stadium.
  - Band props must have prior approval of the Stadium Manager for use in the stadium. Sharp wheels or edges on equipment and scaffolding are prohibited.
  - Fireworks are not allowed in Stadium, but can be set off outside of the stadiums for homecoming and other celebrations. Approval is needed prior to the event to ensure safety of others and compliance with the necessary fire codes.
  - Animals, with exception of service animals, are not allowed in Stadium.
  - Distribution of sales material is not allowed.
  - No tents or banners will be allowed to be staked into the artificial surfaces, nor will any tent or banner be allowed to be tied off to light poles or bleacher railings. Cheerleading signs/posters and sponsor adds may be tied to the fence or bleachers, but they must be temporary in nature and removed after each event. NO TAPE.
  - Spectators are not allowed on the playing field or track at anytime and must remain within the confines of bleachers and designated spectator areas, including games, tournaments, festivals, and graduations.
  - Absolutely no climbing or jumping over the rails from bleachers to the field will be allowed.
  - Only necessary personnel are allowed in the press box to include: coaches, video crew, and press.
  - Press and visiting T.V., radio and other media must make prior arrangements with the HOST SCHOOL to use the press box.
7. Prohibitions on the artificial Field Turf areas
- Play area will be kept free from glass, cigarettes, fireworks and any sharp objects that will risk damage to the field and injury to players.
  - Play area will kept free from debris, leaves, paper and wind blown material.
  - Smoking is strictly prohibited in the stadium and district property
  - Use of the recommended footwear on all play areas will be strictly enforced
8. Prohibitions on the Atlas Track play areas
- Track surface areas will be kept clean from dirt, sand and debris
  - Vegetation will be controlled where roots and grass can break apart the base asphalt and loosen the track surface
  - Vehicular traffic is strictly prohibited. When necessary, plywood and/or tarps will be used as to protect the artificial surfaces. Prior approval of the stadium maintenance supervisor is required to use a vehicle of any kind in the stadium.
  - Joggers will not be permitted to use the inside two lanes of the track. (signs will be posted)

- Reinforced vinyl tarps must be used when teams need to cross the track into the infield.
- 9 All footwear must be cleaned prior to entry into the stadium. Mud and dirt from cleated shoes is a major source of soiling and staining of the artificial field surface.
10. Routine Maintenance for the Atlas Track surface areas.
- Cleaning of the track will be accomplished by vacuuming, pressure washing with water or blowing-off the track surfaces. Mechanized sweepers will not be used on track surfaces.
  - Only approved herbicides will not harm the Atlas surface will be used to control vegetation growth.
  - Soil sterilants will be applied every year to prevent encroachment of vegetation into the base asphalt or track surface. This is important along the edges of the runways and end zone areas.
  - All vehicular traffic will be kept off the track surfaces unless access is approved by the stadium maintenance supervisor. The following vehicular traffic procedure will be strictly enforced:
    1. Ensure that the vehicle and/or equipment are free from leaks of fuel, oil hydraulic fluid, etc. Any fluids that drip or fall will damage the track surface.
    2. Protect the edges of the track surface where crossing by using 1"x1" or 2"x4" lumber for reinforcement.
    3. Wheels shall only be turned while the vehicle is in motion. Never turn the wheels when stationary.
    4. Use 1" plywood as underlayment anytime the vehicle or equipment is stopped for operations on the track surfaces.
    5. Use 1" plywood as underlayment for any stabilization booms or outriggers to disburse the weight.
  - Cleated foot traffic protection – Reinforced vinyl tarps will be used to protect the track surface from cleated foot traffic and light cart vehicles/equipment crossing the track.
  - Joggers are to keep off the inside lanes (#1 & #2 lanes). These lanes receive 90% of the wear on most tracks. "No Jogging Signs" will be posted.
  - Spikes – pyramid shaped spikes, sized between 1/8" – 3/16" in length be used with all Atlas track surfaces.
  - To help maintain the life of the Atlas Track surface, every five to six years it is recommended that a spray application of binder to the track and event areas along the re-application of striping and markings.
11. Routine Maintenance for the Field Turf surface areas.
- Debris removal – Windblown debris will be removed from the playing surfaces on a regular basis (mud, dirt, rocks and sand).



- Repetitive training drills and activities are rotated wherever possible to insure optimum performance of the field.
- Brushing and grooming of the field will be done by qualified district staff as needed with the stadium designated tractor/sweeper equipment. The purpose of this equipment is to straighten the flattened expose fibers and to loosen the top portion of the infill. Frequency and speed of grooming is recommended to be every 4 to 6 weeks during heavy use in two directions of right angles to each other at maximum speed of 4 mph.
- Removal of weeds and moss – weeds and grass can affect the playability of the field and eradication will be needed by using biodegradable weed killer that will not leave residue that can damage the fiber and coloring of the field. Routine grooming and maintenance will also prevent the moss from growing.
- Removal of stains – use the manufacturer recommended scrub detergent to safely remove oil and other stains from the surfaces. The detergent acts quickly to clean and decontaminate the turf areas.
- BODILY FLUIDS – Any blood or bodily fluids that come in contact with any synthetic surface must be reported immediately to the stadium manager. The staff will use the manufacturer recommended scrub cleaner and conditioner that is formulated to remove bodily fluids (blood, vomit, etc) from synthetic turf surfaces. The recommended scrub cleaner and conditioner will digest the host material, eliminate bacteria, deodorizes the field surface and is environmentally friendly.
- Field protection system – to protect the field against possible punctures from sharp objects (chairs, tables, staging, etc) a reinforced vinyl tarps covered with one layer of plywood and/or the use of plywood and interlocking rigid-tiles systems that are available. Prior to use of any equipment to support activities/vents other than the approved sports activities must be approved by the stadium maintenance supervisor.
- ADDITIONAL PAINTED LINES AND MARKINGS ARE STRICTLY PROHIBITED.
- In extreme hot weather conditions it will be necessary to cool the field area with the built-in water cooling system. This will only be done by qualified district personnel.

H. Schedule of Fees

- (1) Fees are to be paid to the business office as stipulated on the contract.
- (2) The fee schedule may be adjusted annually, effective July 1 by the Consumer Price Index (CPI), with the result rounded up to the nearest \$.05.

Regulation Adopted: 1-13-87  
Revised: 8-9-88  
12-12-95  
11-16-99  
11-10-09

