

## Field Use Regulations

Field Users are subject to the following guidelines:

Item	Guideline
A.	Ashland School sports have the right to finish their games before the next group is permitted to use the field.
B.	All parks and fields without lights close at dusk.
C.	Dogs and other pets are prohibited from being on the grounds of any park, playground, or ballfield.
D.	Infields: Grooming the baseball/softball fields are required to be appropriately completed prior to and immediately following the use of the field(s) by the renter.
E.	Rubbish and Recycling: Users are expected collect all litter and dispose of properly in the trash and recycling receptacles and to police themselves during and following an event. The Town has a zero tolerance policy for litter left on the grounds including but not limited to the dugouts, under the bleachers, and the visiting team's area.
F.	Recycling Materials: The Town encourages field users to provide their own receptacles for recyclable materials such as water bottles and to carry out these items from the field area.
G.	Excessive Trash: If the user expects to generate trash in excess of a normal amount a receptacle can handle, they must provide a means for removing the trash themselves.
H.	Prohibited Activities: Consumption / possession of drugs, alcohol, or tobacco are prohibited within school facilities and on school grounds.
I.	Use of fields outside of permitted times and dates; use of fields during inclement weather or before they are declared reedy for us; any activity that may cause field damage; or any food or drink beside water on artificial turf fields are prohibited.

Field Users are subject to the following guidelines (cont.):

Item	Guideline
J.	School Fields / Property: Any users of a school fields must be aware of and abide by the school rules.
K.	Generally, school fields are in use by the schools during the school year until 6:30 PM and on various weekends.
L.	Hours of Operation: Fields are generally available for use between 8 AM and 10 PM.
M.	Snow removal is the responsibility of the renter/user.
N.	Snow removal methods and contractors will not be permitted on the field and/or track without prior written verification from the Director of Public Works or designee.
O.	Protection of Track: Field users that damage the track shall be responsible for repairs. Spikes are not permitted on the track.
P.	The Town reserves the right to cancel all rentals for permit holders that have outstanding balances older than 30 days form the invoice date. The Town will not be held responsible for any lost revenue due to the cancelation.
Q.	Applications are required by all user groups for all events, functions, and uses. The application must be completed by the individual responsible for the supervision and execution of the event. This individual shall be responsible for the conduct of all attendees. All activities must be conducted with adult supervision and shall be confined to the specific area requested for use.
R.	The Town reserves the right to terminate any permit having given twelve (12) hours' notice. Should such termination take place, the Town shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of the termination. The Town shall make every effort to find another venue within the Town for the dislocated user.

Field Users are subject to the following guidelines (cont.):

Item	Guideline
S.	Individuals and/or groups using any facility are responsible at all times for the observance of fire and safety requirements. As a part of these requirements, individuals and/or groups are responsible for providing their own first aid equipment and/or supplies.
T.	Violations of Provisions for Use, or any misrepresentations in any materials submitted in connection with an application for facilities use, may result in cancellation or termination of approved facilities use; the loss of any deposit paid; rejection of future applications; and/or cancellation of existing permit(s).
U.	An approval cannot be transferred to another person or group.
V.	The Town reserves the right to stop any event going past its time as stated on the permit issued.
W.	The Town reserves the right to require the renter to pay for additional sanitary facilities if requested by the renter. The Town reserves the right to require the renter to pay for additional field striping if requested by the renter.
X.	Buildings will only be opened to rental parties who have made prior arrangements with the school facilities department.
Y.	Keys will not be given to any individual or group using school facilities. All facilities must be secured by school personnel.
Z.	Signs shall not be posted on school property by individuals or organization not associated with the school district.
AA.	Proper access to the fields for emergency vehicles and personnel shall be maintained at all times.

Field Users are subject to the following guidelines (cont.):

Item	Guideline
BB.	Permit holders are responsible for proper use of facilities, supervision of activities, payment to the school district of the costs associated with damage to facilities or equipment, payment of police and fire protection when required, and are responsible for any and all permits which are necessary for holding the event.
CC.	Groups using a field without an approved permit will be charged the maximum amount for that space. In some circumstances, this may also be considered a violation of provisions for use, with additional consequences.
DD.	It is the obligation of the permit holder to provide appropriate levels of supervision of adults and minors for all events and programs. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property. For every 10 children (18 and younger) there must be 1 adult (21+) present and accountable for the group.
EE.	Special considerations by the Superintendent, Town Manager, or their designee will be required for applications requesting occupancy beyond 10:00 p.m.
FF.	The minimum field rental shall be one hour. Additional time may be added at the time of booking in increments of 30 minutes.
GG.	A 15 minute interval may be required between all permit requests when renters are from different organizations.