

BORDENTOWN REGIONAL SCHOOL DISTRICT
Bordentown Regional High School Athletic Fields/Complex
BORDENTOWN, NEW JERSEY
Use Policy

A. General Regulations – Use of Bordentown Regional High School Athletic Fields/Complex

1. Alcoholic Beverages: By law the presence, consumption or serving of alcoholic beverages in any form is not permitted on school grounds or in school facilities.

2. Food and Beverages: Under no circumstances will food or beverages be permitted on the playing fields. This includes but is not limited to chewing gum, sunflower seeds, and chewing tobacco. Water is permitted.

3. By law smoking is not permitted on school grounds or in the complex.

4. No pets are permitted on school grounds or in the complex.

5. No staked tents or canopies are permitted in the complex.

6. No grills are permitted in or around the complex.

7. No tailgating permitted on school grounds.

8. Time: All activities must be terminated and field emptied by ten o'clock PM (10:00 PM). Requests for an exception to this time limit must be made when the application is submitted.

9. Insurance: All activities will require proof of a Certificate of Insurance in the amount of at least \$1,000,000 which names the Bordentown Regional School District Board of Education as additional insured. The applicant or user will be held harmless and indemnify the "Bordentown Regional Board of Education" inclusive of all heirs, assigns, employees, trustees, board members and representatives for all demands, claims, property damage, losses, penalties, and/or expenses, and suits. This includes attorney fees, arising out of the applicant's use of facilities regardless of fault.

10. Purposes of Use: The Board of Education reserves unto itself the sole right to approve and/or deny applications for the use of the Bordentown Regional High School Athletic Field/Complex and/or related facilities.

11. Priorities of Use: All BRSD School or school sponsored activities shall have priority and take precedence over all other organizations and functions. Priority shall be as follows:

- a) Organizations or functions which are part of or directly sponsored by the school district (includes student, teacher and parent groups).
- b) Non-profit organizations within Bordentown City, Bordentown Township and Fieldsboro.
- c) Others.

12. Availability

- The Athletic Fields will not be available when the facility is closed for an emergency.
- The Athletic Fields will be closed should field temperature reach 115 F.
- Under no circumstance will a school function that has been scheduled with the District Scheduling Coordinator be cancelled to accommodate a rental.
- A school function will not be scheduled on a date that has already been scheduled by an outside group.
- The Athletic Fields are not available to non-school groups during the school day - when school is in session.
- In cases of inclement weather, the Superintendent or District Administrator has the right to cancel the event in the interest of safety for the participants.

B. Application Deadlines/Guidelines

1. Applications for use of the Bordentown Regional High School Athletic Fields must be filed at least six (6) weeks in advance of the intended use.

2. Organizations must request only those facilities, dates and times required so that the most effective use of the facilities is realized.

C. Safety and Security

1. The Board of Education reserves the right to require additional security to those renting the Athletic Fields. This cost will be paid by the group renting the fields.

2. Police and Event Staff coverage will be arranged by the District at the contracted cost indicated in the fee schedule for security and traffic control. Please note: organizations may not provide or hire their own security.

3. Organizations may be requested by the police to contact them to discuss the details and security requirements of the event.

4. The Bordentown School District is not responsible for lost or stolen articles on the property. It is strongly recommended that you do not bring valuables into the complex. Please return any found articles to the nearest district office or complex staff member.

D. Parking

1. Parking is limited to areas designated as parking lots (i.e., designated parking spaces on blacktop-surfaced areas around the building and complex). Parking is not permitted in designated fire zones, or other areas designated as No Parking Areas.

2. Handicapped parking spaces are appropriately designated and shall only be occupied by vehicles with the proper identification.

3. Tailgating is not permitted.

4. Violation of the parking policy may result in action by law enforcement, as well as, revocation of the organization's facility use privilege.

5. Team Bus Parking: During large tournament events, team bus parking will be in a designated area. All bus drivers are asked to comply with such guidelines when instructed to do so. Spaces will be provided and marked exclusively for team buses.

6. The Bordentown Regional School District will assume no responsibility for vehicles sustaining damage due to errant athletic balls striking same while in the complex or complex parking lot.

E. Supervision

1. Each sponsoring organization or group granted permission to use the Bordentown Regional High School Athletic Fields will provide proper supervision of all participants and spectators during the organization or group's use of said fields.

F. Code of Conduct

1. Guests are expected to maintain reasonable and appropriate behavior at all times. Any behavior defying the code of conduct, as determined by facility management, can result in ejection and possible arrest. Guests who are ejected from the facility will not be compensated in any way. Inappropriate behavior includes, but is not limited to:

- Disorderly conduct
- Fighting or challenging others to fight
- Interference with the event, or participants of the event in any way
- Throwing Objects/Projectiles—Throwing objects within the facility or onto the field is strictly prohibited. Guests found throwing any object within the facility will be ejected and subject to arrest.
- Using profanity and/or other offensive, racial, obscene, or abusive gestures or language toward or in reference to players, coaches, referees, fans, performers, or staff members.
- Guests are prohibited from wearing any clothing displaying profane or offensive material.
- Disturbing other guests' enjoyment of the event
- Violating Bordentown Regional School District Athletic Fields/Complex regulations, or policies.
- Violating any local, state, or federal laws
- Infractions of above policies will result in actions up to and including ejection from the property.

G. Ejections

1. Attending an event at the Bordentown Regional High School Athletic Fields/Complex should be an enjoyable and safe experience for all. It is our goal to avoid ejections or arrests. However, it is of primary importance that each guest is able to enjoy a quality experience while in attendance. Therefore, a code of conduct will be enforced that emphasizes good sportsmanship and generally accepted standards of behavior. The Bordentown Regional School District serves the right to deny entry of any guest displaying inappropriate behavior, as determined by facility/event coordinator.

H. Fire Permit

1. The school district possesses a fire registration certificate for the Bordentown Regional Athletic Fields. A local fire permit is not required.

I. Maintenance and Use of Facilities

1. In general, the cleaning and maintenance of the Bordentown Regional High School Athletic Fields shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests. In addition, the organization or group will be held responsible for any damages to the facilities.

2. Organizations granted use of the Bordentown Regional High School Athletic Fields (and related facilities) shall not permit its use by any other organization in lieu of their use.

3. Additional facilities, such as concession stand, dressing rooms, sound booth, ticket stand, scoreboard, etc., must be included in the initial request.

4. The use of decorations and/or banners/flags at the Bordentown Regional High School Athletic Fields must have prior approval from the Athletic Field Coordinator who is an authorized agent of the BRSD Superintendent. Decorating materials shall be made of nonflammable materials.

J. Sound System and Scoreboard Use

1. Sound system and scoreboard use must be requested and approved by the Athletic Field Coordinator. The District reserves the right to require supervision over the use of sound system and scoreboard.

K. Concession Stand Use

- Concession Stand use must be requested and approved.
- No grills, fryers, or grease producing cooking equipment is permitted.
- No propane tanks are permitted.

- The use of crock pots, hot dog rolling grills, microwave ovens, dish warmers and chafing fuel (sternos) are permitted.
- Each sponsoring organization or group granted permission to use the concession stand will provide proper supervision.

L. Damages Users of School Facilities

1. As part of the application for use thereof, automatically assumes responsibility for all damages and loss to school property that occurs while using said facilities.

M. Capacity

1. Bleacher seating capacity cannot be exceeded. Please refer to capacity specifics of each respective bleacher section for additional information.
2. Bordentown Regional High School Athletic Fields/Complex total allowed capacity will be approved based on the review of facility use application.

N. Approval Process

1. The District Scheduling Coordinator shall receive and review all applications for the use of the Bordentown Regional High School and shall recommend approval or denial to the Community District Alliance (CDA) Director.

O. Payment of Fees/Deposit

1. A deposit of one-half (1/2) of the total basic usage fee must be received within five working days after an organization has received notice that their application has been approved. The complex will not be considered booked until the deposit has been received by the CDA Office.
2. The balance of the total invoice shall be paid no later than ten working (10) days prior to the actual use of the complex.
3. A final invoice will be issued after the actual use of the Bordentown Regional High School Athletic Fields/ Complex for any additional equipment, additional technical support and/or additional hours for custodians and any additional charges due to damages. Payment on the final invoice is due ten (10) working days following the receipt of the invoice.

4. Payment of deposits, basic usage fees and other fees may be made by MasterCard, Visa, American Express, or Discover; or in the form of a cashier's check, certified check or money order, made payable to the Bordentown Regional School District Board of Education.

5. A cancellation fee of \$50 for each date canceled will be charged, if cancellation is made after formal approval has been received.

6. The deposit will be forfeited if the user cancels thirty (30) days or less, inclusive of weekends, prior to the booking.

Date _____

Signature of Organization Representative Title

Your signature indicates that you have read and agree to abide by the procedures for use in BRSD Facilities. And further, that you agree to payment of all fees as per the agreement.

Please print name

Date of receipt _____

Signature of BRSD Representative Title

Please print name

Adopted: 8/18/10