



Community Preparatory School - Athletic Field Permit Request Procedure

Community Preparatory School has a youth-size turf soccer field that is available to rent. A permit is required to use Community Preparatory School's athletic field.

Athletic Field Rental Process

1. Write a formal letter of request including:
 - a. Overview of your league and your membership
 - b. Dates requested
 - c. Times requested
 - d. Start and stop of season

* Please note that a letter of request does not guarantee a permit.

2. Provide proof of your group's \$1,000,000.00 liability insurance policy.

3. Send request and proof of liability insurance to:

Azikiwe Husband, Director of Student Activities
Community Preparatory School
135 Prairie Avenue
Providence, RI 02905
ahusband@communityprep.org

4. Once the letter is received, Community Preparatory School will work with you to identify available dates and times for your organization, based on your request.

5. Permit fees are collected before a permit is issued. Payment will be made by check or money order only. Cash is not accepted. Checks will be made out to Community Preparatory School.

6. A permit will be issued to your group for the athletic fields.

7. Group will update their liability insurance policy as needed to include the Community Preparatory School field.

8. Groups will be required to follow all Community Preparatory School Field Policies and Procedures in order to maintain their permit.



Community Preparatory School - Athletic Field Policies

1. All requests for Community Preparatory School's athletic field usage must be made in writing within seven days of the scheduled event. Verbal request must be followed by a letter before permit is issued.
2. Before a permit is issued, each organization must provide proof of liability insurance by submitting a copy of the actual insurance policy. \$1,000,000.00 Liability Policy.
3. Permit fees are due before the permit is issued. Payment will be made by check or money order only. Cash is not accepted. Checks will be made out to Community Preparatory School.
4. Permit fees are the same for practice, league or tournament play.
5. Youth organizations within the city will be given first priority for all field requests and will not be charged with any permit fees for the use of the fields.
6. Returning organizations that remain in good standing with their permit will be given the opportunity to retain their permit at the designated complex. New permit request will be given field space based on availability.
7. Organizations issued permits cannot sub-lease said permit to another organization. Any request to accommodate another organization must be cleared through Community Preparatory School.
8. Non-compliance with Community Preparatory School turf field regulations may result in the termination of the user's permit. Permit holder is responsible for the monitoring of these regulations. See turf field regulations below.
9. Rubbish removal and general maintenance must be completed after competition.
10. Leagues that anticipate large crowds must be mindful that spectators are not allowed on the field, and must remain outside of the gates.
11. Failure to comply with existing policies and procedures will result in a verbal warning (1st offense), written warning (2nd offense) and termination (3rd offense).

For further information contact Azikiwe Husband at (401) 521-9696 ext. 333 or ahusband@communityprep.org.



Community Preparatory School - Athletic Field Regulations

1. No unauthorized use is permitted. All activities, practices, games must be scheduled by the community field appointment group.
2. No metal spikes, high heeled shoes, or shoes with any heel are allowed on the turf.
3. No sports drinks, juice, soda, coffee, tea, baby formula, or any beverages other than water are allowed.
4. No food (including chewing gum, sunflower, nuts or candy) are allowed.
5. No glass, nor glass containers are allowed on the field.
6. No lawn chairs or chairs of any kind allowed on the field.
7. You may not puncture the field for any reason. This includes but is not limited to corner flags, goal anchors, team banners, tent stakes, or shelters.
8. No dogs or other animals are allowed on the field.
9. No motorized vehicles, bicycles or scooters are allowed.
10. No golfing, throwing of shot put, javelin or discus is allowed.
11. The use of tobacco products is strictly prohibited on the field and the throughout the entire school campus.