

# STONEHILL COLLEGE PLAYING FIELD USE

Stonehill College Policy & Procedures Facilities Management	Policy:	Policy Number:A1.01	Date:1/11/2006
	Stonehill College Playing Field Use	Last Effective Date =	Date:1/11/2006
		Original Policy Number:A1.01	Date:1/11/2006

## I. PURPOSE

The purpose of this policy is to ensure the effective utilization and enjoyment of all playing field facilities, whether designated “athletic”, “recreational sports” or “temporary use”. Strict adherence to these policies will result in significantly less maintenance, increased performance of the facility and a safer more enjoyable facility for all. Full cooperation is expected of all individuals and groups who are granted permission to use the facility. Anyone determined to be abusing or misusing any of the facilities may be ejected and restricted from future use. Violation of any of these policies may result in individual, camp, event or team disciplinary action, facilities ban and/or charge for damages. Your cooperation and assistance in the maintenance of these facilities is not only appreciated but also expected.

## II. SCHEDULING

The use of all Playing Fields must be scheduled in advance and prior to each use, through the College’s Master Calendar system . Scheduling through the College’s Master Calendar system and placement of events on the Calendar is crucial for efficiently managing/allocating facility space, allowing for campus security/parking and insuring consistent and safe field maintenance. A Committee consisting of representatives from the offices of Athletics, Campus Police, Conference and Events, Facilities Management, and Recreational Sports will meet regularly to discuss scheduling issues and conflicts. Persons scheduling should allow sufficient time for pre-event warm up, setup and post event breakdown and clean up. Persons scheduling the use of Playing Field space including team coaches and event coordinators are responsible for communicating appropriate notice to College offices that will be impacted by daily scheduled use. College offices include, but are not limited to, Campus Police, Facilities Management, Athletics, Recreational Sports, Media Services, Sodexo Foodservices and Campus Switchboard.

Any space not reserved on the College Master Calendar may be consequently secured and access denied. Only areas specifically scheduled through the College Master Calendar System may be considered for use. Use of, and access to, press boxes, storage areas, and other buildings or facilities must be scheduled in advance. Unoccupied and/ or secured areas may be under repair or vacant for a reason. Bleachers and seating areas may only be used in an appropriate manner as prescribed by the College. Climbing, or jumping on seats, benches, supports, fencing or railings is prohibited. Hanging by or sitting on railings, fencing or supports is prohibited. Inappropriate use of bleachers or seating areas may result in ejection from facilities. Each group shall be held responsible for any and all site damage costs attributed to malicious use. If for any reason the

group cannot be assessed restitution then the “sponsoring” Stonehill department will be assessed the appropriate cost for all damages. Portable restroom facilities are not provided. Any such needs must have prior approval and is the responsibility of the person scheduling the use of the field.

### III. FIELD SURFACES

Water containers, equipment, and chairs are allowed to be set up only in designated areas and are not to be placed on the track or field surfaces. Drinking containers, regardless of size, may only contain water. Storage of equipment on any of the fields is only allowed with advance approval of Facilities Management and is not allowed for extended lengths of time or overnight. Each group is responsible for the removal of all equipment and any debris they bring out to the facility. Field events, including shot put, discus and javelin are only allowed in designated areas. Golfing, inline skating, biking, skateboarding and any other activities not expressly allowed are not permitted. Footwear must be appropriate to the track or field surface being utilized. Spikes permitted on the track or synthetic surface are pyramid style with a maximum spike length of ¼”, there are no exceptions! Sunflower seeds and gum, which are damaging and problematic to the field surfaces, are not permitted.

### IV. LITTER

All litter must be disposed of in appropriate trash receptacles. Smoking and smokeless tobacco products, food and drink, gum, sunflower seeds, glass containers and confetti are not permitted on any of the play use areas. Absolutely no postings of sign, flyers and other notices is allowed on any other surface not specifically designated for posting material – that means not on trees or plants, lamp posts, exterior walls, fencing, sidewalks, benches, press boxes or ticket booths. Absolutely no open flame or charcoal grills are allowed in the facility or on any playing field. For the benefit of all as well as the facility, no animals or pets, other than accredited service animals are allowed on the premises.

### V. FIELD TRAFFIC

Diligence should be taken to route all traffic in such a way that minimizes mud and/or debris being brought onto the track or field surfaces. Areas adjacent to the field should also be kept clean and free of litter, mud and debris. Vehicle traffic of any sort (cars, trucks, utility carts, etc.) is prohibited on the fields, track and synthetic surface. With advance written approval from Facilities Management, limited field access for sporting and campus events can be permitted provided written authorization and acknowledgment of any and all restrictions is agreed upon, however no carts at any time are permitted to park on the field surface for any length of time. Vehicles not equipped with pneumatic tires are not allowed on any of the fields or track. Care should be taken to assure that no piece of equipment that could drip, leak or spill any damaging fluid is allowed on the track or field surfaces.

### VI. PARKING AND TRAFFIC

Parking regulations are strictly enforced. Users of the W.B. Mason Stadium are encouraged to park in the available lots adjacent to Sally Blair Ames or the MacPhaidin Library. Users must comply with all posted signage. Violators are subject to ticketing and towing. Limited handicap accessible parking is allowed adjacent to the stadium bleachers and also in the lots adjacent to Sally Blair Ames and the MacPhaidin Library. Only vehicles displaying appropriate “handicapped/disabled designations are allowed in these areas. There is absolutely no coach, team, official, dignitary or visitor parking allowed in the parking area adjacent to the stadium bleachers or along the northwest access road. No vehicle is allowed passage through secured gates or to travel over any field or on any of the access roads leading to the fields without prior written authorization from Facilities Management.

## VII. MAINTENANCE

The maintenance (mowing, grooming, irrigation, application of fertilizers and pesticides, etc.), upkeep and downtime for the track and all fields and playing surfaces is to be determined by the office of Facilities Management alone and will be based on weather and field conditions as well as any and all other contributing factors deemed necessary by Facilities Management. During these maintenance periods, no non-maintenance use will be allowed. Field conditions may (from time to time) require unscheduled maintenance resulting in restricted or limited access. During these unscheduled maintenance periods the Office of Facilities Management will (as appropriate) coordinate with the offices of Conference and Events, Athletics, and Recreational Sports to ensure minimum disruption to scheduled events. The Facilities Management office should be contacted for maintenance issues or if additional grooming is necessary in a particular area. Please notify the Facilities Department immediately of any concerns pertaining to damage and or the use of the facility. It is very important that any minor damages be brought to the attention of the Facilities Department for repair prior to growing into a major issue or expense. If there are any concerns regarding the use of the facilities due to weather, do not use it. Doing so could cause damage and result in charges for any necessary repairs. The decision to allow access onto any of the fields surrounding inclement weather, spring season start, or after field use will be expressly made by Facilities Management.

## X. AUDIO/VIDEO AND LIGHTING

Use of video and audio equipment including, but not limited to, public address equipment, video cameras, and radios must be cleared in advance with the Office of Media/Videography Services. Any approved sound that is broadcast from a field or facility must be focused towards the campus and be at acceptable decibels, as determined by the College, to avoid any disturbance of the surrounding neighborhoods. The use of any lighting must be approved and prearranged with the office of Facilities Management and/or the Athletics Department.