

EDC-R USE OF SCHOOL BUILDINGS AND ATHLETIC FACILITIES - RULES AND REGULATIONS

USE OF SCHOOL DEPARTMENT BUILDING - RULES AND REGULATIONS

1. Certificates of Insurance must be obtained from all groups utilizing Town property. Coverage limits should be as close as possible to those in the Town of Oxford's property liability insurance policy (\$1 Million concurrent, \$3 Million general aggregate, and \$2 Million umbrella). All Certificates of Insurance must list the Town of Oxford as an additional named insured.
2. All attempts will be made to accommodate all groups in the community; however, school events take precedence over any outside organizations.
3. No one is permitted inside a School Department Building until the adult person(s) responsible for the activity is present. The adult supervisor must remain with the group during the entire period of building use.
4. All activity must be confined to the area(s) of the school requested on the application. Cancellation of an activity may take place if participants are found in unauthorized areas, or if vandalism or other damage/abuse is found. The custodian on duty is authorized to terminate use of building if, in his/her opinion, such termination is warranted.
5. No smoking is permitted in the school buildings or on school grounds.
6. Telephones are available for emergency use only and under the supervision of the custodian on duty.
7. The Responsible Person signing the application **MUST** tour the area(s) of use as well as outside surrounding areas with the custodian on duty before leaving the building. All damaged items will be noted and repairs will be performed by private contractors using materials selected by the School Department. The total repair cost, including additional custodial time, is payable in full upon presentation of bill to the using group and/or person who signed the application. Damage to school facilities is prime cause of denial of use of a building, whether or not restitution is received for damage caused by the using group.
8. Hats are not to be worn at functions held in Oxford Public Schools.
9. Food and beverages are only allowed in designated areas with prior approval of the Building Principal.
10. No attendance, at any event, shall exceed the capacity stated for a particular building and area as follows:

BARTON ELEMENTARY SCHOOL:	All Purpose Room:	325	Stage:	40
CHAFFEE ELEMENTARY SCHOOL:	All Purpose Room:	325	Stage:	40
OXFORD MIDDLE SCHOOL:	Auditorium:	500	Stage:	110
	Gymnasium (for activities):	740	Cafeteria:	250
	Gymnasium (seats on floor):	1,000	Lecture Hall:	90
OXFORD HIGH SCHOOL:	Auditorium Audience Hall:	700	Stage:	110
	Gymnasium (non-athletic):	1,000	Cafeteria:	225

11. The additional rules listed below pertain specifically to **youth dances** or other activities at which a substantial number of youth will be present. (Also refer to School Committee Policy pertaining to dances).

- a. Only the front entrance is to be used (this includes band members).
- b. No one, including band members and DJ, is permitted in the building unless an adult supervisor(s) is physically present.
- c. Uniformed policemen must be on duty before any youth are permitted to enter the building and uniformed policemen must remain on duty until all youth have cleared the school building and grounds.
- d. There must be adequate adult supervisor(s) circulating throughout the areas of use.
- e. At least one adult male and one adult female must be in constant supervision of the lavatories to make certain that there is no over-crowding or abuse of school facilities.
- f. Any and all illegal drugs are prohibited at all functions in the Oxford Public Schools. Offenders will be reported to the Oxford Police Department.

Note: Massachusetts General Laws, Chapter 272, Section 40A – Prohibition of sale, delivery or possession of alcoholic beverages at Public School Buildings.

Whoever gives, sells, delivers or has in his possession, any alcoholic beverage except for medicinal purposes, in any public school building, or on any premises used for public school purposes and under the charge of the School Committee or other public board or officer, shall be punished by imprisonment for not more than thirty days or by a fine of not more than one hundred dollars or both.

USE OF SCHOOL ATHLETIC FACILITY - RULES AND REGULATIONS

The Oxford Public Schools (OXPS) is authorized to schedule the use of various District athletic facilities and to issue access permits for use of the athletic fields, track, and gymnasium. These Rules and Regulations are applicable to both Oxford-affiliated and non-Oxford affiliated users. OXPS reserves the right to modify the Rules and Regulations any time.

The goal of the OXPS is to ensure that athletic facilities are maintained and kept in the best possible condition while maximizing the availability for use by residents of the Town of Oxford. These Rules and Regulations have been established with input from many individuals and research regarding what surrounding communities have done.

1. Definitions

Affiliated Organization – (a) All organizations registered with the Oxford Parks and Recreation Department; (b) Oxford Public Schools; and (c) Any other organization based in the Town of Oxford which participates in a league recognized by the Oxford Parks and Recreation Department.

Athletic Facility - an area that can be used as a playing surface including a gymnasium, track, court, or playing field.

Available Time - time during which the field was never requested by any organization, or had been scheduled but has become available either because an organization has cancelled its use

of the field or because the organization has lost its opportunity to use the field because of an infraction of these Rules and Regulations.

In-season Sports - sports whose primary season is played during that part of the year (i.e. baseball/softball are considered spring sports, soccer/football are considered fall sports).

Off-season Sports - sports other than in-season sports for the applicable season.

Organization - any entity which has applied for and been granted a Permit to use a facility.

OXPS – Oxford Public Schools, with authority given to act on its behalf to the Superintendent of Schools, Building Principal, and Athletic Director.

Premises - a field, court, track, and the land area surrounding it including driveways, parking areas, and woods immediately adjacent to it.

School Committee - Oxford School Committee, or its authorized representative (see OXPS).

Unaffiliated Organization - any organization applying for use of a field which is not an affiliated organization.

User - any person who participates in any scheduled activity on a field and any other person on the Premises who attends a scheduled event with an organization whether as a participant or as a spectator.

Youth - a person under 18 years of age or prior to High School graduation.

2. Field Scheduling Policy

A. Seasons and Application deadlines

Athletic Facility use will be divided up into four (4) playing seasons; spring, summer, fall, and winter. Each organization must apply for use separately for each season.

The seasons and application deadlines are as follows:

<u>Season</u>	<u>Deadline for Applications</u>
Spring - April 15 th to June 14 th	February 1 st
Summer - June 15 th to August 31 st	May 1 st
Fall - September 1 st to November 1 st	July 1 st
Winter - November 2 nd to April 14 th (<i>Basketball only</i>)	November 1 st

B. The applicant's duly authorized representatives must sign the application. All applicants are responsible for fees where applicable.

C. Scheduling will be done on a first come, first served, basis following the deadlines for each season established above.

D. In the event that no organization requests use of a facility, or cancels a request, or in the event that an organization has been relieved of its permit for failure to comply with these Rules and Regulations, the following procedure to reschedule the available time will be followed:

- (i) OXPS will email each organization that the time has become available.
- (ii) OXPS will set a deadline for submission of an application for the use of that time.
- (iii) Each application sent to OXPS by email to apply for the available time must be signed by a person responsible for the organization.
- (iii) The available time will be allocated to an organization based upon the order received.

E. Priority for use by Affiliated and Unaffiliated Organizations

Athletic facilities in Oxford are requested and used by many organizations and efforts will be made to meet as much of the demand as possible **WITHOUT JEOPARDIZING CONDITIONS OF THE FIELDS**. It is recommended that all organizations work in good faith to iron out conflicts as equitably as possible. When/If conflicts in allocation requests occur and can't be resolved by the parties in conflict, the following criteria, in the following order, will be used to determine which requesting organization will be permitted to use the field(s).

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

- (i) The organization is in good standing with OXPS (i.e., use payments have been made, Rules and Regulations have been followed, and no violations have been committed by the organization).
- (ii) Each organization will be asked to provide a justification for their request and why an alternative is not possible. This will be reviewed by OXPS.
- (iii) The organization where the larger percentage of participants are Oxford residents will be given priority over organizations where a smaller percentage of participants reside in Oxford. This will be valid only where the organizations requesting a field are comparable (within 20%) in size.
- (iv) Preference will be given to an organization that has not turned down or in any way eliminated any Oxford resident from having the opportunity to participate in or join the organization.

If these guidelines do not resolve the dispute, a final decision will be made by OXPS.

3. Regulations for Fields

Field Ready Date: The fields should typically be ready by April 15th. However, since this is weather dependent, no guarantee on an availability date can be made. The Athletic Director will make the decision as to when the fields will be open. Fields are not available for reservation 11/1 - 3/29 except by Special Request. Organizations must contact the Athletic Director to receive permission to play on the fields after November 1.

There may be instances where a field may be open for a particular sport or activity and remains closed to others. This will be determined by the Athletic Director.

Field Closure: Fields should not be used if they have been closed by the Athletic Director or Building Principal, or when a coach or league representative observes one or more of the following:

- Water is standing on the playing field;
- Soil is frozen;
- Soil is wet and spongy;
- Steady rain is falling and/or has been raining for several days;
- A lightning/electrical storm is occurring;
- Play would result in damage to the field; and
- Play would compromise the safety of the players.

A GROUP OR ORGANIZATION USING A FIELD WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE IF NEGLIGENCE IS DETERMINED ON ITS PART, AND SANCTIONS WILL BE LEVIED.

A. Organizations Must:

- (i) Read, and be aware of, all terms and conditions for use of the fields set forth in these **Use of School Athletic Facility Rules and Regulations;**
- (ii) Ensure compliance with all Rules and Regulations and all applicable regulations of OXPS by participants and spectators while using the premises during a period allocated to the organization.
- (iii) Provide a Certificate of Liability insurance naming the Town of Oxford as additional insure with general liability limits of \$1,000,000.00/3,000,000. The Town of Oxford carries **NO MEDICAL INSURANCE** for users of its facilities. Users participate at their **OWN RISK OF INJURY.**
- (iv) Have its permit available at all times while on the premises. Cancellation of the permit can occur at any time if deemed in the best interest of the Town.
- (v) Report all damage to a field or premises within 24 hours of its occurrence. Initial reports may be made by telephone call but must be reported in writing, which may be sent by e-mail.

B. Players and Coaches

All administrators, coaches, players, and/or participants shall:

- (i) Not allow participants to use a field in any unsafe conditions or when conditions would warrant closure of the field, such as listed in Section 3. These conditions shall be reported to OXPS by the responsible party of the organization using the field as soon as possible.
- (ii) Lift all field equipment off of the field turf to move it, and shall not drag any equipment on a field.
- (iii) Use the gates for entrance and egress to the field, and not allow any person to jump a field fence to retrieve balls or for any other purpose.
- (iv) Not use, without prior agreement from that organization, or mistreat, equipment belonging to another organization that is located at a field.
- (v) Make sure vehicles are not driven on the field or parked on any grass area by organization members or spectators, without prior permission from the OXPS.

C. All Users

The Premises are an environmentally sensitive area. All users are prohibited from:

- (i) Possessing or consuming alcoholic beverages on the premises.
- (ii) Using any smoking products and materials including, but not limited to, tobacco, electronic devices, vaping, e-cigarettes, and cannabis on the premises.
- (iii) Bringing or using any motorized vehicles on a field or parking on a grass area including the area around the schools.
- (iv) Parking in or blocking ambulance-accessible areas or creating any traffic, parking, or pedestrian hazards.
- (v) Failing to place all trash in proper receptacles.

4. Remedies for Violations

A. Reports

Any person or organization that observes a violation of these Rules and Regulations and procedures set forth herein is requested to report same to OXPS in writing. Only by cooperative enforcement will the premises be preserved for continued future use.

B. Investigation

OXPS will review and investigate all reports of violations, and reserves the right to inquire of the organization concerning the events alleged to have occurred during the period for which that user was issued a Permit. By accepting a Permit to use the premises, an

organization agrees to cooperate fully in any investigation deemed necessary by OXPS or any other authorities.

C. Sanctions

Based upon its investigation, OXPS will determine a sanction appropriate to the violation, including, but not limited to:

- (i) Revocation of a Permit(s) (without refund of fees) issued to an organization (in this circumstance, the time period for the Permit(s) revoked will be reallocated in accordance with these Rules and Regulations as if the organization had cancelled its use).
- (ii) Prohibiting use of a facility by an organization for an indefinite or specified period of time.
- (iii) Conditioning an organization's future use of the premises on other reasonable terms and conditions, such as participation in maintenance and repair of the field or premises.

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