



Town of Scarborough Clifford Mitchell Turf Field Usage Protocols and Guidelines

Scarborough Community Services
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The following regulations apply to all entities for use of the Clifford (Kippy) Mitchell Turf Field. These protocols and guidelines are specifically designed for the protection and preservation of the synthetic turf field.

Prioritization of Use

As set forth in SSD Policy KG (*Use of School Facilities*), the School Department will have first priority use of the field during fall and spring sports. Scarborough Community Services will schedule all other turf times in conjunction with the School Department. Scarborough organizations will have priority over outside organizations.

- Any use of the turf field outside of times reserved by the School Department must be approved by the Community Services Director. Unauthorized use of the field may result in the loss of future use.
- The School Department will have first priority use of the field during fall and spring sports. This may include previously unscheduled games, such as playoff games or makeup games due to weather. *Outside requests may be canceled or rescheduled to meet the needs of the School Department.*
- Scarborough Community Services will have second priority for scheduling, and then Scarborough residents (see SSD Regulation KG-R). Lastly, non-Scarborough residents will have access to the field. Make-up and playoff games for Scarborough residents will not have priority over non-resident field reservations.
- Warm-up and overtime must be included in turf requests. Turf times will be strictly enforced to ensure that all organizations receive their scheduled time.

Scheduling Requests for Field and Lighting

Turf Field: All reservations are to be made through the Community Services online reservation process at <http://www.scarboroughmaine.org/departments/community-services/webtrac>. We no longer accept paper registrations. Each organization will be given a "Household" number and password by our Community Services staff. Procedures for reserving online are on that page; please click on *Online Reservation Instructions* or you may call 730-4150 and we would be happy to guide you. All requests must be approved by the Director of Community Services before any field use is scheduled. Upon approval you will be given a confirmation receipt. This receipt must be in the possession of an authorized organization representative/coach when on the turf field. Anyone on the turf without the proper paperwork will result in loss of privileges on the turf field. **NO EXCEPTIONS!**

Lights: At reservation time you will be given a MUSCO Lighting User Name and Password for purposes of extending the light time or canceling the lights. This name and password will be communicated to you via e-mail when the confirmation receipt is sent. See **Fees and Payment for Turf Field and Light Usage** below. It will be the responsibility of the authorized organization representative to cancel the lights whenever a change has been made to the schedule.

Fees and Payment for Turf Field and Light Usage

Resident organizations will be charged a \$35-per-hour fee for all use not associated with the Scarborough School Department or Community Services. All non-school-associated activities will be charged according to the fee schedule on the *Outdoor Facility Fee Schedule* as noted on back of this form and on our Town's website at: <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>. All fees for turf field usage (including MUSCO lighting) must be paid in full at time of scheduling the reservation. If fees are not paid in advance, the reservation may be pre-empted by other requests. The authorized organization representative who reserves the field is responsible for enforcing Community Services policies and paying in advance for event use. It is the responsibility of the organization representative to cancel the lights when the coach, or organization, decides to cancel use of the turf field for any particular night. **There are no refunds for use of the turf field for any reason;** however, if MUSCO lighting has been cancelled, there will be a refund. Community Services staff will review the balance at the end of each month and reconcile it in case changes were made to the MUSCO schedule.

Attendance

Any group anticipating over 500 in attendance at any event must have police approval in writing before the event can be authorized. All spectators must remain outside of the black fence that is located around the track. A site supervisor may also be required at the discretion of the Community Services Department; fee would be \$40 per hour.

Equipment

Scarborough Community Services does not supply any equipment for events other than goals already on the field. Flags, field markers, scoreboard (et cetera) are not provided. Most athletic equipment is owned by the School Department and arrangements must be made through the Athletic Department to use the equipment. **Only equipment provided shall be used for the turf field (11 v 11 full-sized goals are available only).**

Field House

The field house has four public bathrooms that will be accessible during all events. The concession portion of the field house is on a contract basis. The concessions will be open for any event upon request through the Athletic Director or his/her designee. Applicant may use the public address system at the discretion of the site supervisor. Applicant is responsible for any damage to the public address sound system due to negligence.

Rules and Regulations on the Turf Field

A. Prohibitions on the field

- Glass
- Tobacco products
- Fireworks
- Chewing gum
- All spectators must remain outside of the black fence that is located around the track. This is to prevent wear and tear on the track surface.
- Sharp objects
- Flavored drinks (soda, juice, Gatorade, etc.)
- Alcohol
- Pets
- Unauthorized vehicles
- Extra

B. Cleats

Cleats are allowed on the turf field. Screw-in metal cleats and the newly designed "V" cleats are allowed on the turf but not recommended. The traditional molded plastic cleats are recommended for the best performance. The cleat length **MUST NEVER** exceed 2 inches. All players must clean their cleats from dirt before walking on the field. Cleats are prohibited from the track at all times. There are designated carpeted entrances to the field for players and these are the only areas where players with cleats may cross the track.

C. End of Game or Use

After use of the field, it is required that all trash be picked up and placed in the proper receptacles around the field. Special attention must be placed on the team areas. This is required so that all organizations may enjoy the full use of the turf without trash or impediments. All equipment must be returned to the area from which they were removed.

Conclusion

Community Services hopes that all organizations enjoy the use of our turf field. Please be respectful of the turf and surrounding areas. Violation of any of the rules and regulations set forth may result in the loss of access to the turf and cancellation of future reservations, depending upon the severity of the infringement. For any questions, please contact Scarborough Community Services at (207) 730-4150.

