



Town of Scarborough, Maine

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SCARBOROUGH, MAINE • 04070-0360

Clifford Mitchell Turf Field Policies

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, or his designee. 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.
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Scheduling Requests for Field and Lighting

- **Reservation Process:** All turf field requests must be submitted through the WebTrac reservation system. If account info or account set-up is needed, please contact Community Services via phone at 207-730-4150 or via email at comserv@ci.scarborough.me.us. More information regarding facility reservations (including step by step instructions) can be found online at <http://www.scarboroughmaine.org/departments/community-services/facility-reservations>.

Please Note: Your requested date is not booked until you receive a confirmation receipt via email. Please refrain from advertising your turf event until the confirmation receipt is received. It is required that all user groups bring the confirmation receipt with them on the date of their reservation.

- **Lights:** At reservation time you will be given a MUSCO Lighting User Name and Password for purposes of extending/shortening the light time or canceling the lights. This name and password will be communicated to you via email when the confirmation receipt is sent. It will be the responsibility of the authorized organization representative to cancel the lights whenever a change has been made to the schedule.
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Payment, Refunds, and Cancellations

- **Fees:** 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. All fees for turf field usage (including MUSCO lighting) must be paid in full at time of scheduling the reservation. Payment for turf field reservations must be received no later than seven (7) days after the confirmation receipt is sent. If payment is not received, the booked dates will be subject to cancellation.
 - **Severe Weather:** Once booked, it becomes the responsibility of the user group to make the cancellation due to severe/extreme weather and also inform Community Services via email/voicemail that the cancellation has taken place. Community Services will then determine whether a refund will be issued.
 - **Refunds:** In order for your group to receive a refund, the cancellation request must be received at least thirty (30) days before the reservation takes place.
 - **League Games:** If your group books the turf for league games and the league decides to cancel within thirty (30) days, no refund will be issued.
 - **Lights:** If MUSCO lighting has been cancelled or turned off early, there will be a refund for the unused time. 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.
 - **Cancellations:** Scarborough Community Services reserves the right to cancel any previously booked dates on the turf. If a cancellation occurs, a notification will be sent to the user group via phone call and/or email.
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(See over)

Certificate of Liability Insurance

All non-school or non-Scarborough government groups must be bonded for liability in the amount of \$1,000,000 and for damages in the amount of \$25,000, naming the Town of Scarborough (P.O. Box 360, Scarborough, ME 04070) additionally insured.

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 \$25 per hour.

Equipment

Scarborough Community Services does not supply any equipment for events other than goals already on the field. Flags and field markers are not provided. **Only equipment provided shall be used for the turf field (11 v 11 full-sized goals are available only).** Scoreboard and PA may be reserved for \$25 each per event.

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 designee. 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
- Sharp objects
- Flavored drinks (soda, juice, Gatorade, etc.)
- Alcohol
- Pets
- Unauthorized vehicles

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.

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 or Bob Loose at (207) 749-5184. Bob Loose handles all on-field turf issues, while Community Services staff handles all scheduling issues.

Turf Field Fees

Customer Status	Field Use	Lights (per hour)
Youth Resident	\$35 per hour/\$150 per day	\$70
Adult Resident	\$50 per hour/\$300 per day	\$70
Youth Non-Resident	\$75 per hour/\$450 per day	\$70
Adult Non-Resident	\$100 per hour/\$600 per day	\$70
Resident Tournaments and Camps	\$100 per hour/\$600 per day	\$70
Non-Resident Tournaments and Camps	\$100 per hour/\$600 per day	\$70
Commercial Venues	\$150 per hour/\$900 per day	\$70
Site Supervisor (if applicable)	\$25 per hour	N/A
Public Address System	\$25 per event	N/A
Scoreboard	\$25 per event	N/A