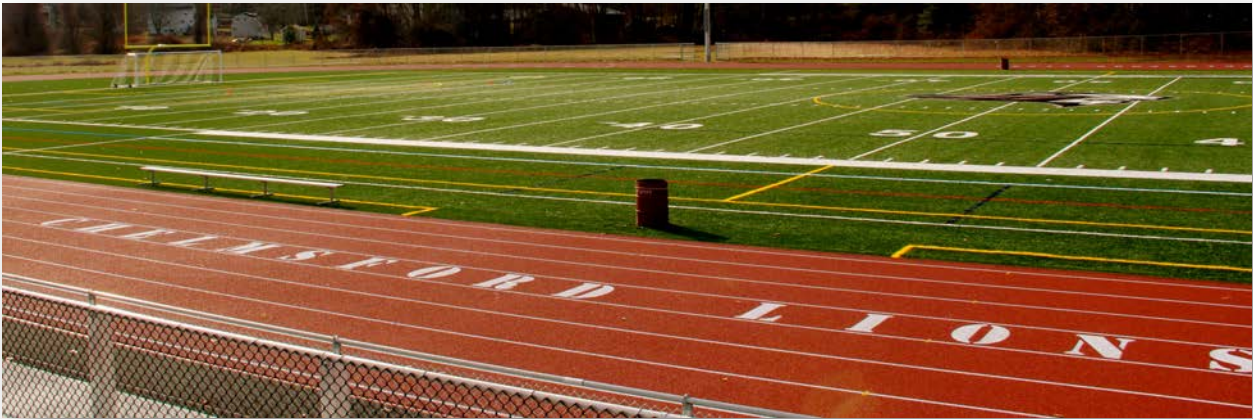


CHELMSFORD PUBLIC SCHOOLS

HANDBOOK FOR USE OF SYNTHETIC FIELDS GEORGE SIMONIAN STADIUM ALUMNI MCCARTHY MIDDLE SCHOOL ATHLETIC COMPLEX



CHELMSFORD HIGH SCHOOL ATHLETIC DEPARTMENT
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WELCOME TO TURF FIELDS IN CHELMSFORD

Between the enclosed stadium with all of the amenities and the spacious McCarthy complex including a brand new 8-lane track, both with new synthetic turf, we have the ability to accommodate your event with ease and comfort. We are pleased you are considering our facilities for your event and would like to thank you in advance for your patronage.

This handbook has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the Chelmsford community, or from the surrounding communities, all of the information you will need is contained on the pages that follow.

The fall of 2013 marked the grand opening of the newly renovated Simonian Alumni Stadium behind Chelmsford High School. State of the art synthetic turf along with a new scoreboard and sound system was added to the recently renovated seating for 3000, lights and other amenities. This gem can and will host the most important of events in comfort and style.

Opening a month after the stadium, the athletic complex at the McCarthy Middle School reminds one of most modern high school campuses. Also the recipient of state of the art synthetic turf, the McCarthy boasts a brand new 8-lane track along with brand new areas for field events. It is designed to be compliant with Massachusetts and New Hampshire high school athletic requirements governing track and field events. The newly installed stands will hold 500 people, though there is plenty of room for spectators to view their favorite competition.

Both field locations are property of the Chelmsford Public Schools. The Chelmsford School Committee has developed this policy to insure that all precautions have been taken for the well-being of the participants, as well as, the athletic venues and accompanying equipment. The Chelmsford High School Athletic Director serves as the manager of the Simonian Stadium and the McCarthy Middle School Athletic Complex. All agreements between any person, group or organization, shall adhere to the policies of the Chelmsford School Committee, Mass General Laws and the specifics outlined in this handbook. The final decision for field allocation sits with the athletic director.

Location! Alumni Stadium and the McCarthy Middle School Complex are conveniently located just minutes off Routes 3 and 495. Both sites have ample parking and are located a half a mile away from each other. Spectators for tournaments and other events will be grateful for your choice of venues with such easy access.

FIELD SPECIFICATIONS

| SIMONIAN STADIUM | MCCARTHY SCHOOL COMPLEX |
|---|---|
| <ul style="list-style-type: none"> • Completely enclosed complex. • Bleachers on both sides, total seating 3000. • State of the art press box. • PA • New Scoreboard • Lights • Turf Area – 225’X394’ • Lined for football, soccer, field hockey and boys/girls lacrosse. | <ul style="list-style-type: none"> • Open Complex • Bleachers on home side – Total seating 500 • 8 Lane Track – Two jumping pits and pole vault pit. • New PA • New Scoreboard • New Lights • Turf Area – 237’ X 451’ • Field Lined for football, soccer, field hockey, and boys/girls lacrosse |

RATES AND INSURANCE

| LOCATION | CHELMSFORD NON PROFIT | CHELMSFORD FOR PROFIT NON CHELMSFORD NON PROFIT | NON CHELMSFORD FOR PROFIT |
|--|----------------------------------|--|--|
| Stadium/McCarthy | \$100/hour | \$125/hour | \$150/hour |
| Press Box, Score Board, PA | \$25/hour | \$50/hour | \$75/hour |
| Stadium/McCarthy Lights | \$30/hour | \$40/hour | \$50/hour |
| Game Administrator | \$35/hour | \$50/hour | \$65/hour |
| Bathroom/Maintenance | \$20/hour | \$35/hour | \$50/hour |
| Grass Fields / Baseball/Softball | \$40/hour | \$80/hour | \$120/hour |
| Summer Camps/Clinics | Free | 15% of tuition | \$345 per day |
| LONG TERM RENTALS (UP TO 3 YEARS) WILL BE DEVELOPED WITH THE ATHLETIC DIRECTOR. | | | |
| LONG TERM RENTALS WITH CHELMSFORD YOUTH PROGRAMS - \$15 PER REGISTRANT (THIS FEE WILL BE WAIVED FOR EACH PROGRAM UNTIL INITIAL TURF FIELD DONATION TIME EQUIVALENT IS EXHAUSTED). | | | |

- The facility will not be reserved until the rental coordinator has received 50% payment of the fees.
- Additional clean-up fees will be charged if the space is not left in the same condition as upon arrival.
- Full liability for any damages to District property or injuries to persons, whether in District buildings or on the grounds, shall be assumed by the renter.
- Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter’s use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property.
- **For all events, a minimum \$1,000,000 insurance binder naming Chelmsford Public Schools as an additional insured must be submitted to the District prior to final approval.**

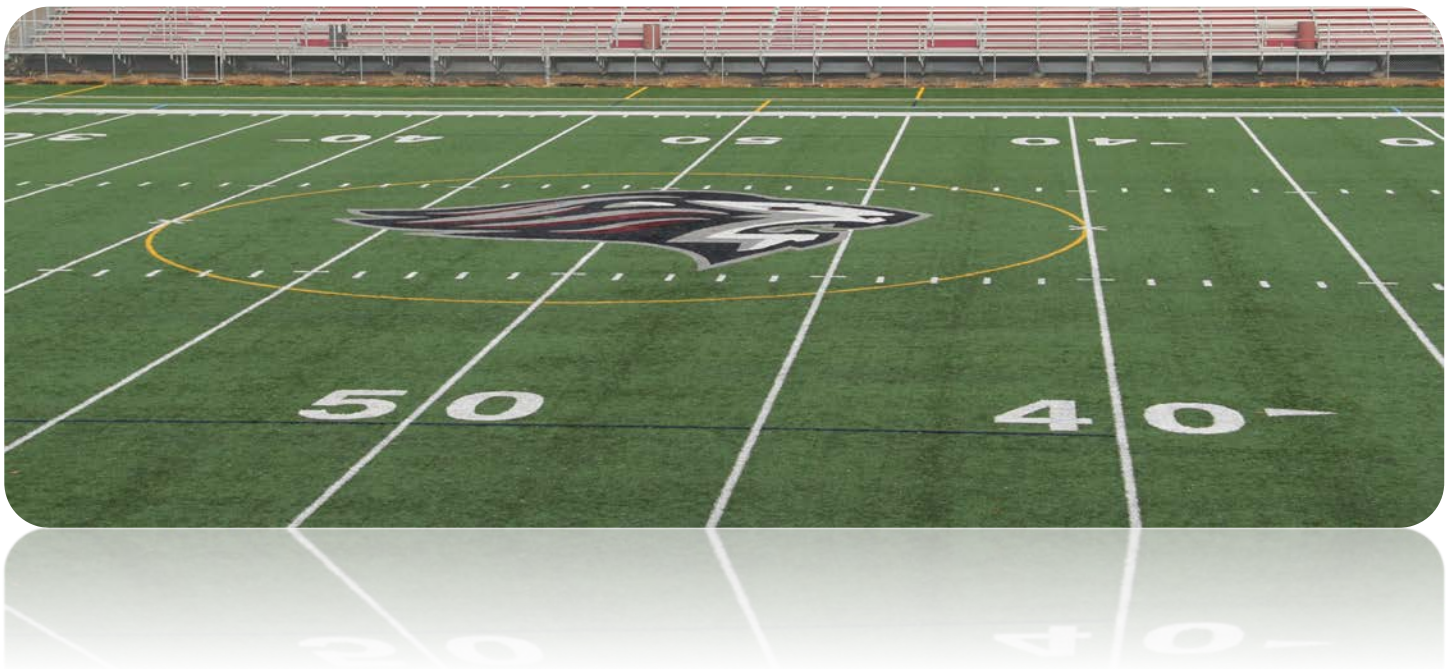
FIELDS AND FACILITIES USE REGULATIONS

1. The school administration will, at their discretion, require Police Officer coverage at the cost of the renter. Police coverage will be charged at the current Police Department rates with a 4-hour minimum per officer.
CONTACT POLICE DEPT. DIRECTLY TO SCHEDULE COVERAGE: 978-251-2521
2. Members of the School Administration, or their representatives, must be permitted to attend the event and be present on District property at any time during the event.
3. The renter is granted access to, and use of, only the areas and date/times specified on the application. Additional space may not be used.
4. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the local Police will be called.
5. Decorations, posters and other items may not be affixed to any part of the property except those requested at the time of the application. All must comply with school committee policy 1700.
6. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed not later than after school hours the following day. The District is not responsible for any property left on the premises.
7. The use of school apparatus or equipment not included in the use of the facility, unless specifically noted on the application.
8. The buildings and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
9. **Turf fields:** No food, no gum chewing, no spitting, no pets, no drinks other than water, and no tobacco products. **McCarthy Track:** same as above and no cleats on the track.
10. District staff will be responsible for supervision of lights, PA, scoreboard and other equipment. Only authorized personnel shall use equipment unless agreed upon.
11. In the case of school cancellation or early dismissal, the facilities may not be available for use.
12. The renter contact person must check out with the District contact person at the end of the event (when applicable) (or each day for multiple day events) to review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described above will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.
13. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant.
14. No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the Administration.

SUPERVISION/ CONTACTS

The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event.

1. The rental contact person must check in with the district contact person upon their arrival. They will need to provide a cell phone number in order to contact the district contact person in the event of emergency or other problems.
2. The rental and district contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The District contact person will indicate what other facilities may or may not be used (bathrooms, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will contact the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person (when applicable).



APPLICATION FOR USE OF CHELMSFORD TURF FIELDS

(This application must be received seven days before the event is scheduled.) For all non-school functions please submit the indemnification agreement, as well as an insurance policy with this use of facilities application.

Profit _____ Non-Profit _____ PTO _____

1. Name of Organization: _____
2. Person(s) in Charge of Activity: _____
3. Address: _____
4. Telephone (day): _____ Cell: _____
5. E-Mail Address: _____
6. Billing Information: _____
7. Sport and type of event (explain): _____
8. Admission charge or assessment charge of any type: _____ None: _____
9. Facility Requested: Simonian Stadium _____ McCarthy Middle School _____

| Additional Amenities Requested | Please Check all that apply |
|--------------------------------|-----------------------------|
| Press Box, Score Board, PA | |
| Stadium/McCarthy Lights | |
| Game Administrator | |
| Bathroom/Maintenance | |
| Practice Field | |

10.

| | | | |
|------------------------------------|--|--------------------------------------|--|
| Date of Event | | Event Start time | |
| Number of People Expected | | Event Ending time | |
| Expected time for set up | | Expected time to vacate venue | |
| Any Signs or Advertisements | | | |

11. Insurance Information:

Company: _____ Company Policy #: _____
 Coverage: _____ Coverage Dates: _____

IMPORTANT INFORMATION

The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings and to accept full responsibility for any damage to or loss of school property.

Date: _____ Signature: _____
 (Applicant)

_____ # Police required _____ # Other (please specify)

(CONTACT POLICE DEPT. DIRECTLY TO SCHEDULE COVERAGE: 978-251-2521)

(SEND COMPLETED APPLICATION TO SCOTT MOREAU – ATHLETIC OFFICE)