



Cape Elizabeth Facilities & Transportation

Use of Facilities Guidelines & Procedures

(207) 799-9574 www.capeftd.org



It is the philosophy of the Town of Cape Elizabeth, its town and school officials, that our school and town buildings are community facilities. These facilities are available to citizens, groups and organizations. Policies and procedures are to balance the intended use, the demand for varied uses, the need to maintain and upkeep the facilities and contents, and to provide a safe environment for general use.

GENERAL EXPECTATIONS FOR ALL FACILITIES (policies specific to some locations found on back):

- 1) **The use and possession of tobacco, alcohol, and/or other drugs on grounds is prohibited.**
- 2) Respect for equipment and facility is expected at all times including room capacity and intended space use. If damage occurs, please report it to the assigning organization.
- 3) Groups shall be adequately and appropriately supervised by an adult(s) at all times and until all participants have departed the premises. Report all accidents or injuries to the assigning organization.
- 4) Food and/or beverages are to be limited to the specified food and/or beverage areas and may require custodial coverage.
- 5) Clean-up is the responsibility of the renter / user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles. If custodial services are not part of the renter requests, the renter is responsible for removing the trash from the premises.
- 6) Renter should make themselves aware of the appropriate means of emergency egress and make sure all in attendance are aware of it.
- 7) Occupancy limits are strictly regulated by National Fire Protection Association Life/Safety standards 101 in conjunction with the Cape Elizabeth Fire Chief and the State of Maine Fire Marshalls office. Occupancy rate limitations maybe requested from the Cape Elizabeth Facilities and Transportation Department.

PRIORITY ORDER OF USE of School and Town buildings / facilities is: Status 1) Town Emergencies / Elections; Status 2) Town/School Department programmatic uses in accordance with the intended purpose for which the space was acquired.; Status 3) CE Service Groups & CE Non-Profit Organizations; Status 4) Private CE Groups & Private CE Resident Functions; Status 5) Special Interest Groups / Non-Profit Organizations / Non-Residents Groups & Functions; Status 6) Profit Group & Businesses. All facilities are available on a first-come / first-serve basis.

Bumping Order is according to Priority Use Order, Timelines, and Sports Seasons. Exceptions may occur due to extenuating circumstances upon the discretion of the Facilities & Transportation Director in consultation with appropriate administrators, as needed.

Timelines: In an attempt to provide priority use, each space has timelines established for scheduling. Generally, school and Community Services facilities schedule on an August through July timeline; other town facilities operate with a January through December timeline. For further clarification regarding scheduling timelines, contact the Department of Facilities & Transportation.

Sports Seasons: In-season sports (refer to dates below) receive priority use in certain facilities. Out of season use, must follow Use of Facility Guidelines. Due to the number of Little League teams, individual teams will not be allowed practice time in the gyms.

Fall Sports - (soccer, field hockey, cross country, golf, MS tennis, football): 3rd week of August through 1st week of November

Winter Sports- (basketball, swimming, indoor track, hockey, skiing): 3rd week of November thru end of February Vacation

Spring Sports - (tennis, lacrosse, track, baseball, softball): 3rd week of March through end of school

Non-sports season times will follow the MPA guidelines for HS Sports except for the competitive season for MS Sports: 2nd week of November, 1st & 2nd weeks of March, June through 2nd week of August. Non-sport specific open gyms may be sponsored through the Athletic Department and/or Community Services following "Facility Use Guidelines".

RESERVATIONS for usage must be confirmed through the Facilities & Transportation Department, generally **no later than Thursday Noon** for any requests for the following week, Monday through Sunday. Shorter timelines may be accommodated with prior approval. Our timelines are established to allow for appropriate staffing and coordination of services. A "reservation" or booking implies that the following has been received and approved: detailed request, fees paid (when applicable), proof of insurance, and requests for set-up. The reservation must be submitted by a person at least 21 years of age who assumes responsibility for the appropriateness of activity, supervision and adherence to all policies. All equipment usage must have prior approval by the Department of Facilities & Transportation. Equipment is not to be removed from any facility. **Activities and spaces are limited to those specifically requested and approved.**

RESERVATION CANCELLATIONS:

Once you have placed your reservation and we have confirmed it, we will staff your event, notify the appropriate agencies and people, and block off the space(s) requested from further rental consideration. Therefore, it is necessary for the following refund policies:

RESERVATION CANCELLATIONS continued:

If notified two weeks prior to your rental date, 100% minus a \$10 processing fee will be refunded to you. Notification of less than 2 weeks and more than 3 business days before your rental date will result in a 50% refund. If notified 3 business days or less prior to your rental date, no refund will be issued. If the town closes down the building due to inclement weather, we will notify you and attempt to re-schedule your event. All refunds are per the discretion of the Director of Facilities & Transportation or his/her designee.

INSURANCE / SUPERVISION:

Facility use for hours outside regular custodial shifts require the user to pay custodial fees and/or supervisor fees as determined by the Facility Policy Guidelines and assigning organization. Non-school/town activities are not covered by the town/school insurance policies. Groups/Organizations are required to obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance (minimum of \$400,000) naming the town of Cape Elizabeth as the additional insured as well as stating specific coverage for the intended activity/event. Community Services programming, Cape Elizabeth School extra-circular activities where the coach, staff, and/or faculty are paid directly through the Cape Elizabeth Business Office, and Town functions are exempted from this requirement.

AREA SPECIFIC PROCEDURES FOR THE TURF FIELD:

- ❖ All uses are subject to approval by the Fields Committee which is comprised of the Public Works Director, Facilities Director, Athletic Director, and Facilities & Transportation Director. Requests will be filtered through the Use of Facilities Guidelines and Procedures. No golf play will be allowed.
- ❖ The lights shall periodically be re-aimed, as needed, and shielded with the best type of shielding available so that they light only the field and not neighboring properties.
- ❖ If a public address system is used, it may only be for pre-game activities, to announce game play-by-play and scores, and for trophy presentation ceremonies. Such a system will be setup so that the speakers do not face in the direction of adjacent neighborhoods. The use of any PA system must be preapproved by the Facilities & Transportation Director &/or the Athletic Director.
- ❖ The Town will take appropriate actions to maintain vitality of the wetlands and forested areas on the Town's property between the field and abutting residents.
- ❖ The Town shall take whatever actions are needed to ensure that access to the field is only by the school entrance and school parking lots.
- ❖ Area & equipment security is the responsibility of the renter/user. Equipment, goals, and furnishings may be moved **only** with prior approval **and** must be returned to their original locations prior to departure. At the conclusion of use, turn out all lights and physically check **ALL** gates and entrances (whether you used the or not) to be sure they are properly latched and locked before leaving.

Hannaford Turf Field Use Limitations / Restrictions:

- 1) *Activities are limited to those requests cited on this form **and approved**.*
- 2) Only players, coaches, officials, & trainers are allowed on the turf. All others must remain outside the 4 foot fence unless special permission is granted by the event manager.
- 3) Never drag goals or equipment on turf surface. No chairs (including lawn chairs) are allowed on the turf surface. Put goals back where they belong. Out of season goals belong outside of the fence.
- 4) Do not make "turf punctures" (no stakes, pins, metal cleats).
- 5) Do not mark or paint the turf surface.
- 6) Colorless water **ONLY** on the turf (no other drink, food, gum, sunflower seeds or tobacco use of any kind).
- 7) No bare feet on the turf.
- 8) No dogs or other animals on the turf field.
- 9) All trash should be deposited in the appropriate trash receptacles.
- 10) Report tears, stains or misuse of the field to the Athletic Administrator &/or Facilities & Transportation Director.
- 11) Be familiar with spillage clean-up procedures. If the kit is used, please report its use at the conclusion of your event so it can be refilled and restocked.
- 12) Respect and adhere to scheduled time limits.

EVENT HOURS OF OPERATION:

Sundays thru Thursdays	7:00 AM - 8:30 PM
Fridays & Saturdays	7:00 AM - 9:30 PM

** Sundays thru Thursdays after 7:30 PM
the facility is reserved for Adult use only*

USER/ORGANIZATION STATUS:

Non-Profit: Non-profit and Not-for-Profit organizations are those having tax exempt status and are exempted from income and other taxes.

For Profit: Businesses and organizations that generate revenue for the owners/operators as a source of income.

RATES & FEES:

All rates listed are for one (1) hour of use and do not include service fees. Requests should include the time space should be entered, starting & ending times of event, and the time space will be completely cleared/cleaned and should be locked. Fees for “special day-long events” may be negotiated.

Impact Fee: Because the intended purpose of the Facilities operating budget is to finance routine maintenance and regular custodial services, users may be assessed all costs associated with the impact of additional use of our facilities. Impact costs will be assessed on a per reservation basis.

Gate Receipts: In accordance with School Board Policy

<u>Area Field Types</u>	Non-Profit				For Profit
	<u>Cape Youth</u>	<u>Cape Adults</u>	<u>Non-Resident Youth</u>	<u>Non-Resident Adult</u>	
Hannaford Turf Field*	waived	\$60 for 1st hour \$30 each subsequent	\$60 for 1st hour \$30 each subsequent	\$90 for 1st hour \$45 each subsequent	\$90 per hour
Grass Fields	waived	\$30 for 1st hour \$20 each subsequent	\$45 for 1st hour \$25 each subsequent	\$45 for 1st hour \$25 each subsequent	\$75 per hour

Grass Fields include: Capano Field, Ft Williams Field, Gull Crest Football Field, Gull Crest Upper Field, Holman Field, Moulton Field, Multi-purpose Field, Weatherbie Field

Special Event day-long fees may be negotiated / Groups with multiple reservations, may be eligible for discounted fees

**Lights on Hannaford Field: \$30 / hour*

SERVICE RATES for Fiscal Year 2015-2016:

Decisions relative to requirements for police/security, public works personnel and other services will be made by the Facilities & Transportation Director in collaboration with the Fields Committee. Additional fees will be assessed for these services.

- Custodial Staff - \$35 per hour (minimum of 2 hours)
- Site Supervisor - \$27 per hour
- Parking Assistance Staff - \$30-\$60 per hour
- Rescue/Ambulance Vehicle (on-site) including two Rescue Personnel - \$160 per hour (minimum of 2 hours)
- Public Works Staff - \$45 per hour (minimum of 4 hours)
- Police Officer - \$60 per hour (minimum of 4 hours)

Requests requiring these services must be made directly through those departments:

- Police Staff (767-3323)
- Public Works (799-4151)

COMPLETED FORMS & PAYMENTS RETURNED TO:

Payments made payable to: Cape Elizabeth School Department

Delivered to: Cape Elizabeth School Department
Facilities & Transportation Division
345 Ocean House Road
Cape Elizabeth, ME 04107

Mailed to: Cape Elizabeth Facilities & Transportation
PO Box 6267
Cape Elizabeth, ME 04107