

Anchor Bay Schools

ATHLETIC FIELD USE GUIDELINES



The purpose of this policy is to establish procedures and fees for the use of school district Athletic Fields.

Priority of Use

The school athletic fields are established primarily for the purpose of student physical education and district athletic programs for Anchor Bay students. The following shall set forth the priority for use and applicable charges. Group 1 has the highest priority and group 4, the least.

GROUP 1- School affiliated

Teams operated and organized through the Anchor Bay School district. Comprised of Anchor Bay Students. Programs in this group include Anchor Bay Physical Education and Athletic programs. No charge for use of facilities is made.

GROUP 2 – Local Municipalities

Programs organized by in-district community programs. Comprised of at least 50% Anchor Bay Students. Programs in this group include municipalities within the Anchor Bay School District. No charge for use of facilities is made unless it is determined by the Athletic Director that the program is seeking profit.

GROUP 3 - Community Teams

Organizations not meeting criteria for groups 1 & 2. The group must be comprised of 75% or more Anchor Bay Students. Field use is intended for not for profit organizations. Any organization deemed to be profit seeking shall either be denied or charged additional fees and will fall under group #4. Programs in this group include sport teams, clinics and/or camps not organized and/or operated by Anchor Bay School District. Charge will be applied for use of fields according to the fee schedule.

GROUP 4- Non- Community Teams

Organizations not meeting criteria for groups 1, 2 or 3. Comprised of at least 50% Anchor Bay Students. Field use is intended for not for profit organizations. Any organization deemed to be profit seeking shall either be denied or charged additional fees. Charge will be applied for use of fields according to the fee schedule.

Available Fields

High School Turf Field
High School Varsity Softball
High School JV Softball
High School Freshman Softball
High School Varsity Baseball
High School JV Baseball
High School Freshman Baseball
High School PE Baseball
South Softball Varsity
South Softball JV
North Baseball
Ashley Baseball Diamond #5
Elementary Baseball fields (specify building)
North Soccer field
Elementary soccer fields (specify building)
North Football/Track game field (use limited)
North Practice football (field adjacent to Bus Yard)
South Football/Track game field (use limited)
South Practice football (field adjacent to game field)
South Tennis Court

Field permit should be completed & submitted to the Maintenance Department for review & approval. The forms will then be reviewed by the Athletic Director and Maintenance Supervisor. The District will determine which group the team(s) qualifies. Team Rosters must be provided in order to determine which group your team will be assigned. Team rosters must include players name, address & school attending. Fields will be assigned using the Group 1 -4 tier Group 1 will receive 1st priority and Group 4 will receive last priority. Fees will be assessed according to the field fee schedule. Requests for fields will be accepted January 1st – March 1^{5th} of each year. No fields will be scheduled for use before April 1st. All permits will be either approved or denied by March 31st.

Rules Governing Use of Athletic Fields

1. All organizers or sponsors are responsible for their group's behavior.
2. Any damage, accidental or otherwise of school property, must be reported immediately to the Athletic Director at 586-648-2525 x 2308.
3. All trash & debris must be disposed of in proper receptacles and emptied prior to leaving the field. Any trash remaining on the fields are subject to additional fees.
4. When leaving, all doors and windows are to be locked and all lights are to be shut off.
5. Permit is good for dates & times listed only. Must be retained on person(s) using fields at all times.
6. Field use is based on a 2 hour block of time.
7. Team rosters will be required, including players name, address, and school attending.
8. It is the responsibility of the teams using the fields to ensure that all fields are in the same condition as when the team arrived including raking & dragging of the fields.
9. Field grooming including, lining, dragging & raking is the responsibility of the team.
10. Bases are not provided by the school district. All bases must be brought by the teams for their games/practices and removed from school property when done.
11. Tobacco use on school grounds is strictly prohibited and is in violation of the Public Act 140 of 1993.
12. In no case will alcoholic beverages be permitted on school property. No person shall be permitted on school grounds that appears to have partaken of alcoholic beverages.
13. Certificates of insurance shall be requested for applicable workers' compensation, liability of bodily injury and property damage, fleet insurance, or any other type of insurance as the Board of Education deems necessary. The certificates of insurance must be on file with Anchor Bay School District five (5) days prior to the first date of use. Anchor Bay requires each user group to furnish liability insurance (minimum of \$1,000,000.00 unless specified otherwise) in conjunction with group's use of field. Anchor Bay School District should be listed as "additional insured" on the policy.
14. When submitting field permit request, team roster, field guidelines & certificate of insurance must be included or permit will be denied.
15. Use of Tennis courts is by permit only.
16. The district will maintain grass according to district standards.
17. Porta Johns may be brought in with district approval and at the teams cost.
18. Use of field lighting will not be permitted.
19. Use of field bathrooms by permit only. Additional fees will apply if use is requested & granted.
20. Use of concession stand by permit only. Additional fees will apply if use is requested & granted.
21. Food service personnel, certified food service sanitation manager or temporary Health Department License must be obtained whenever a user group is serving food.
22. All vehicles must be confined to designated parking areas and are not permitted on or adjacent to fields.
23. Teams must confirm all make-up game dates with the Maintenance Department PRIOR to scheduling the make up game. All requests must be made no less than 72 hours prior to the date requested.
24. All requirements of Policy-Use of School Athletic fields are incorporated herein and shall be adhered to.

Violation of these rules and regulations or failure to pay invoiced amounts may prevent the approval of future applications for use of fields and/or may cause existing permits to be revoked. Anchor Bay Schools reserves the right to cancel without notice any permit for athletic use due to snow days, acts of God, school functions or any circumstances beyond the control of the school district. In the event such cancellation, the district will not be liable for any damages, which may result, and it will refund any fees paid in advance in such amount that may remain after any costs incurred up to the time of cancellation. If the District decided the use of an athletic field by a Group 3 or 4 user requires that staff of the school district be used for snow or ice removal from its parking lots, the wage and benefit cost will be assessed to the user group at the actual time incurred for the grounds.

Sponsors Signature: _____ Building: _____ Phone: _____ Date: _____