



Clifford Mitchell TURF FIELD Request Form

SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360
Scarborough, ME 04070-0360
(207) 730-4150 Fax: (207) 730-4165

http://www.scarborough.me.us/commserv/documents/field_res/index.html

Revised 10-06-2010

Applicant/Organization Information _____ Date of Application _____

Name of Organization/Club _____ Purpose _____ Sport _____ Age Group _____

_____ Youth _____ Adult _____

Contact Person _____

Street Address _____ Town _____ State _____ Zip Code _____

E-mail Address _____ Home Telephone _____ Work Telephone _____ Cell Phone _____ Fax _____

When selecting dates and times for use of the turf field, it is important to include warm-up times because no team will be allowed onto the turf unless all times are so noted on this form. Time constraints will be strictly enforced so that all customers get on the turf field at the specified times.

DATE/S OF EVENT	WARM-UP TIMES		EVENT TIMES		LIGHTS REQUESTED
	Start	End	Start	End	
1.					
2.					
3.					
4.					

Customer Status	Field Use	Lights (per hour)	Field Use + Lights (per hour)	Cost
Youth Resident.....	\$ 25 per hour	\$70	\$ 95	\$ _____
	\$150 per day			
Adult Resident	\$ 50 per hour	\$70	\$120	\$ _____
	\$300 per day			
Youth Non-Resident	\$ 75 per hour.....	\$70	\$145	\$ _____
	\$450 per day			
Adult Non-Resident	\$100 per hour.....	\$70	\$170	\$ _____
	\$600 per day			
Resident Tournaments and Camps.....	\$100 per hour.....	\$70	\$170	\$ _____
	\$600 per day			
Non-Resident Tournaments and Camps.....	\$100 per hour.....	\$70	\$170	\$ _____
	\$600 per day			
Commercial Venues.....	\$150 per hour.....	\$70	\$220	\$ _____
	\$900 per day			
Site Supervisor (if applicable)	\$ 25 per hour.....	N/A	N/A	\$ _____
Public Address System (at site supervisor discretion) ...	\$ 25/event	N/A	N/A	\$ _____
Administrative Fee (if applicable).....	\$ 50	N/A	N/A	\$ _____
			Field Fees - SUBTOTAL	\$ _____
			Lights Fees -- SUBTOTAL	\$ _____
			Site Supervisor Fees - SUBTOTAL	\$ _____
			Miscellaneous Fees - SUBTOTAL	\$ _____
			TOTAL	\$ _____

- **For resident status**, 75% of participants must live or work in Scarborough.
- **Requests be submitted at least seven days in advance.**
- All groups must abide by the *Turf Policy Guidelines* (distributed by Scarborough Community Services upon reservation confirmation).
- Not all requests can be honored by Community Services.
- All field use fees are for future maintenance and carpet replacement.

I agree to abide by all Community Services policies, including the *Turf Policy Guidelines*, and will pay all costs pertaining to field use before the actual event.

Signature of Applicant

Date

For Community Services Staff Only:

Reservation # _____ Date Entered _____ Time Entered _____ MUSCO Date Entered _____
 Reserved by _____ Paid: \$ _____ Cash _____ Check # _____ Credit _____ Sent Guidelines _____
 _____ Approved _____ Denied _____
 Bruce Gullifer, Director, or Designee _____ Date _____





Clifford Mitchell Turf Field

Usage Guidelines

Scarborough Community Services
P.O. Box 360
Scarborough, ME 04070-0360
(207) 730-4150

Revised 10-06-2010

The following regulations apply to all entities for use of the Clifford (Kippy) Mitchell Turf Field. These 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.

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.

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.

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).**

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.

Fees

Youth resident organizations will be charged a \$25-per-hour fee for all use not associated with the school department or Community Services. All non-school-associated activities will be charged according to the fee schedule on the *Turf Field Request Form*. All fees must be paid seven days prior to use of the field. If fees are not paid in advance, the reservation may be pre-empted by other requests. The authorized representative denoted on the *Turf Field Request Form* is responsible for enforcing Community Services policies and paying in advance for event use.

Scheduling Requests

A *Turf Field Request Form* must be approved and signed by the Director of Community Services before any field use. Anyone on the turf without the proper paperwork signed by the Director will result in loss of privilege to the turf field. **NO EXCEPTIONS!**

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 Steve Quirk at (207) 252-4281. Steve Quirk handles all on-field turf issues, while Community Services staff handles all scheduling issues.

