



NOTICE OF NONDISCRIMINATION The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

### 2017-2018 Application for Field/Court Use – Community Group Use (Grade B-D Fields ONLY)

Group Name:  Field Contact:

Street Address

City/ZIP

Phone Number

Alternate Phone Number

E-Mail Address

Do we (BPS) have your permission to share your phone number(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Documentation Checklist

- Application Form**
- Flyer/Registration Form**  
Copy for each program that will take place on BPS field(s).
- \$115.00 Application Fee Per Field (No Hourly Rates)**  
Payable to Birmingham Public Schools or BPS.
- Players' Roster**  
Due before 2<sup>nd</sup> permitted date of play.  
Address of each player is to be included.
- Proof of Insurance**  
Must name your group as insured party and list **Birmingham Public Schools as an additional insured.**

#### APPLICATION SUMMARY

School Year: \_\_\_\_\_

Season (Check One):

- Summer (Last Day of School - Mid August\*)
- Fall (Mid August\* - November 30)
- Spring (March 1 - Last Day of School)

\* Cutoff date for end of summer season and start date for fall seasons are determined by the first practice date allowed by MHSAA which varies slightly from year to year.

#### POLICY INFORMATION:

##### Please read the following disclaimers and sign.

I (we) have read the policies governing the use of school buildings and agree to meet the requirements of them. In addition, I (we) agree to indemnify and hold harmless the school districts and its agents and employees from and against all claims, damages, and losses resulting from such organization's use of the school facility including bodily injury, sickness, disease, or death injury to or destruction of tangible property including the loss of use resulting there from and including loss or theft or damage to any of the school district's fixtures, equipment and personal property which are part of or located on the premises and including such property owned by students or employees of Birmingham Public Schools. I (we) understand the district has no responsibility to notify our group of inclement weather, and I (we) agree to take full responsibility for our group's or organization's activities during such conditions. I (we) understand that no damage is expected to be done to any of the fields and/or fences, backstops, school building, and goal posts. Groups are expected to clean up all paper and debris left on field and surrounding areas. Any group(s) not adhering to these rules will be charged for all damages and/or cleanup and permit may be revoked. I (we) understand that no guns, weapons, or guard dogs are allowed in any school building or on any school district property without prior written permission. (Government law enforcement officers are exempt; private security guards are not exempt.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BIRMINGHAM PUBLIC SCHOOLS COMMUNITY EDUCATION

## COMMUNITY GROUP FIELD USE ELIGIBILITY REQUIREMENTS

The use of fields by community based organizations should be on essentially the same basis that K-12 educational services are provided: non-profit, educational and, on occasion, recreational services available to the public at large. The sponsoring organization should be located within the Birmingham School District and/or the majority of participants should be district residents. Any applicant that does not meet these requirements will be subject to rental fees in accordance with board policy.

## BIRMINGHAM PUBLIC SCHOOLS - GUIDELINES FOR FIELD USE

1. It is the responsibility of the permit holder to ensure that the site is safe prior to each event. In addition to regular site safety inspections, please be aware of any renovation work being done at the school where your group practices/plays as well as construction equipment and materials that may be stored onsite. If the permit holder cannot be present at an event, they are responsible for assigning a member from their organization to survey all designated areas (field of play, spectator locations, access points, etc.) before games and practices to be sure that the areas are safe for use. **If there is any concern, you MUST cancel your event and immediately notify Facility Operations at (248) 203-3992.**
2. Please remind coaches that it is their responsibility to rid the dugouts and spectator areas of trash and debris at the end of the event. Dumpsters are available. **If trash and debris are left at the site and custodial services are required, you will be billed for this service.**
3. BPS athletic teams and organizations have priority field use authorization. Advise your coaches that there may be occasions when school events run beyond their expected end time. Outside teams must not encroach upon fields until school events are complete and fields are vacated.
4. **Field users must carry a copy of their permit during all events.** Please make sure that your coaches have this information. In the event that a scheduling conflict arises, please attempt to temporarily resolve the conflict at hand amicably.
5. The BPS Turf Specialist must *pre-approve* all field markings. The Community Education office will forward your request to them to attain approval.
6. **All organizations requesting use of a Varsity Baseball Diamond will require approval by the BPS Turf Specialist. Such organizations may be required to meet with the BPS Turf Specialist before the application for facility use can be approved. Teams utilizing Varsity Baseball Diamonds must use a 90 ft. base distance.**
7. BPS Facility Operations must pre-approve all field improvements. Please complete a Project Request Form to initiate the approval process.
8. Field preparations are restricted. Adding foreign material and removing material from fields is prohibited. The prohibited removal of material includes any standing water or puddles. There is currently no acceptable method for removing water from a field. If standing water/puddles obstructs play, your event must be cancelled.
9. Baseball groups may rake the infield for leveling purposes only and with hand held equipment only. They may not alter the grade of the surface in any way. If you must bury an existing base anchor and/or dig a hold to install your bases, you are required to uncover the anchor and/or fill in the hole respectively.
10. Balls are not permitted to be intentionally hit, thrown, or kicked at district property such as fences and walls.
11. Practices and games must be restricted to the field listed on the permit. Participants should not use in areas that are not listed on the permit. **Building access is not included with a field permit.**
12. Please advise players that cleats are not permitted on interior floors, tennis courts or outdoor courts.
13. Permit holders are responsible for notifying the BPS Community Education Office if they will no longer need date(s)/time(s) that are listed on their permit. Such notice must be made in writing to [MZikakis@birmingham.k12.mi.us](mailto:MZikakis@birmingham.k12.mi.us). Notice must be made 48 hours in advance of the permit start time to be eligible for credit/refund. Notice will also release your group from responsibility for the site during your reserved times.
14. Notice of cancellation due to inclement weather may be made either by e-mail or by phone. In cases of inclement weather, credits/refunds will only be issued if notice is received **on** the day of the cancellation and **prior** to the permit start time. If the district chooses to close fields due to the prediction of inclement weather or field conditions, notification will be e-mailed by 12:00 Noon to the permit holder and credits/refunds will be issued accordingly. The permit holder is responsible for forwarding field closure notices to affected members of their organization.
15. At any sight of lightening or sound of thunder, outdoor groups must suspend all activity and all participants must seek appropriate shelter. There should be **thirty minutes of "all clear"** before outdoor activity can resume.
16. Soccer goals must be secured during the season with proper goal anchor bags. A minimum of 240lbs. of properly placed anchors is recommended. During the off season, goals that are approved for onsite storage must be moved to the designated location where they must be chained together, locked and secure. BPS is not responsible for injuries or damage resulting from improperly anchored/stored goals.
17. Outdoor use of public address and/or speaker systems is restricted. No use of such systems is allowed without the prior approval of the Community Education Office or the building administrator. Approved systems cannot exceed the noise levels established by the district. It is the responsibility of the permit holder to seek out and abide by any city ordinances that also exist in this regard.
18. **THE FOLLOWING SUBSTANCES ARE PROHIBITED FROM SCHOOLS, GROUNDS, FIELDS AND PARKING LOTS: TOBACCO, ALCOHOL AND/OR DRUGS OF ANY KIND. FAILURE TO OBSERVE THIS RESTRICTION WILL RESULT IN IMMEDIATE TERMINATION OF YOUR PERMIT.**
19. All properties (goals, equipment boxes) that are stored onsite must be pre-approved. Once approved, items must be labeled with identifying information that will be provided by the district. Any items onsite that are not approved and labeled are subject to removal at the district's discretion.
20. Parking is allowed in designated areas only. Vehicles are not permitted on the grass or sidewalks under any circumstances.

I (we) have read the Community Group Field/Court Use Eligibility Requirements and, if applicable, will provide proof of eligibility of Community Group Status upon request. I (we) have read and agree to adhere to the Birmingham Public Schools Guidelines for Field Use. I (we) understand that our permit can be revoked if we do not comply with these guidelines. I (we) agree to pay all fines resulting from failure to meet any of these requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2017-2018 FIELD/COURT USE APPLICATION REQUEST**

SCHOOL:	FIELD/COURT:	START DATE: / /	END DATE: / /
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Please indicate the day(s) and time(s) for which you are requesting this field.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
START	END	START	END	START	END	START	END	START	END	START	END	START	END

SCHOOL:	FIELD/COURT:	START DATE: / /	END DATE: / /
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Please indicate the day(s) and time(s) for which you are requesting this field.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
START	END	START	END	START	END	START	END	START	END	START	END	START	END

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SCHOOL:	FIELD/COURT:	START DATE: / /	END DATE: / /
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