

Facility Usage Guidelines
TOWER PARK SOCCER COMPLEX

SOCCER FIELD USE – RULES AND REGULATIONS

1. Coaches and other Adult Supervisors shall insure that all athletes have collected their personal belongings and removed them each night. Any items remaining at the end of the week shall be disposed of by school staff.
2. Supervisors shall periodically check the restrooms at the facility and refresh supplies as necessary, complete simple cleanups when necessary, and notify school personnel of any major issues.
3. Coaches and other Adult Supervisors will remain at the facility until ALL of their athletes have departed.
4. Coaches and other Adult Supervisors shall immediately notify school personnel of any serious injury during the activity and/or damage to the facility that occurred during the activity.
5. Coaches and other Adult Supervisors shall pick up all trash from the field after each practice and place it in the trash cans provided. A trash container will be located by the main entrance to the field. Failure to properly clean up the facility could result in additional charges to the organization renting the facility.
6. Organizations renting District property are prohibited from sub-leasing the facility. All groups using the facility MUST be affiliated with the renting organization. If an unaffiliated group is found to be using the facility, it is grounds for termination of the lease and cancellation of all future facility use by the organization.
7. The following items are prohibited at all times in the facility: gum, sunflower seeds, glass bottles, tobacco, alcohol, and illegal drugs. The only animals that are permitted in the facility are those assisting the visually impaired.
8. Organizations using District property should observe all fire and safety regulations for the facility.
9. Organizations using District property should observe Board policies that prohibit immoral and illegal activity on said property. (This includes policies 05.31, 09.423 and 10.5.)
10. The use of chairs and strollers on the synthetic playing surface is strictly prohibited. In addition, metal cleats, bicycles, skateboards, roller blades, etc., are prohibited in the facility.

Facility Usage Guidelines**PERFORMING ARTS CENTER****GENERAL GUIDELINES**

- Please respect our building and our staff.
- Turn off lights when leaving the Highlands Performing Arts Center.
- Be sure to turn off all equipment upon completion of event.
- The Performing Arts Center shall be left in the condition in which the user finds it, and in the event any user finds it necessary to remove or change the location of any stage rigging or equipment, such changes shall be made at the user's expense and with the approval of the Center manager, and user shall agree to change all of such stage rigging or other equipment back to the condition in which same was found.
- User shall not damage, mar or in any way deface the Center or any equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor shall the user fasten wires, strings, or apparatus, nor drive or permit to be driven any nails, hooks, tacks, pins, or screws, etc., about or in any part of the Center, nor shall s/he make or allow to be made any alterations of any kind therein.
- If the Center or any portion thereof or equipment shall be damaged, marred, or defaced by the act, default, or negligence of the user or the user's agent, employee or employees, patrons, guests, or any person admitted to the Center by said user, the user shall pay to the Center manager, on demand, such sum as the manager shall determine to be necessary to restore the Center or such equipment to its condition prior to such damage.
- Rules, Laws, Ordinances, Regulations, Standards, and Codes of the State, City, and District shall apply to all of the performing arts activities and programs.

SUPERVISION OF STUDENTS

Students may not work in the Performing Arts Center or scene shop without proper supervision by a Fort Thomas Independent Schools employee.

FOOD/DRINK

- No food or beverages are permitted in the Center except for bottled water.
- Alcoholic beverages are not permitted on the grounds.
- Use of any tobacco product is not permitted.

SAFETY/SECURITY

- Keys to the Performing Arts Center, scene shop, dressing rooms, box office, technical booth, etc., shall be handled **ONLY** by authorized personnel such as the Center Manager, Director of Operations, and custodial staff.
- Visitors shall not be allowed or admitted on stage, even after the curtain closes at the end of a production, because safety is vital and liability is a major concern.
- Do not prop open any exit/entrance doors to the Center at any time.
- Running and horseplay are strictly forbidden.
- Tables may **not** be set up in the hallway outside the Performing Arts Center.
- All exits, doors, and access to fire extinguishers must be kept clear.

EQUIPMENT

- No student shall have use of the lift in changing fixtures.

Facility Usage Guidelines**PERFORMING ARTS CENTER****EQUIPMENT (CONTINUED)**

- No piece of equipment shall be changed, altered, removed, repaired or adapted without proper authorization of the Center manager.
- All equipment and special effects devices shall be used only with the permission and authorization of the Center manager. Special effects devices shall only be operated by trained individuals and always with supervision.
- All equipment must be lifted or carried when moved. No dragging!
- No audio/visual, sound, lighting and/or rigging equipment shall be used by students without the direct supervision of the Center manager.

CLEANUP

- All trash must be put in appropriate containers.
- Spills must be cleaned immediately. Should spills occur, custodial staff or the Center manager must be asked for assistance.
- Users are to complete a walk-through of the space every night in the Center to make sure all trash has been properly disposed of.
- All areas must be left in orderly, litter-free condition. Tables and chairs must be returned to the positions in which they were found.

DRESSING ROOMS

- At the conclusion of a show or run, all costumes must be removed from the dressing rooms.
- Trash from the event in all dressing tables/areas and restrooms shall be removed.

CONSTRUCTION/DECORATING

- All scenic materials shall be flame retardant and shall meet the Uniform Fire and Building Code and Life Safety Codes. An up-to-date affirmation of this fact shall be maintained.
- Scenery and props are to be stored in an orderly manner and free from sharp edges, screws, nails, and staples that might injure a student. Scenery and props also shall be properly and firmly restrained so that they cannot fall, either from overhead or when leaning against a wall, or in a dock.
- All building (carpentry) must be done outside of the building or in the scene shop, NOT in the Performing Arts Center. This includes the use of any saws, sandpaper, paint, and similar items. All decorating must be torn down and thrown away. This includes any wires run from the walls and ceiling.
- No painting, spray glues, etc, are permitted inside the Center or on the stage. All painting must be done in either the scene shop or outside of the building. Paint cans and the like must be set on cloth or paper rather than directly on the floor.
- No signs, posters, billboards, or displays shall be placed in the Center, Box Office, or lobby without approval of the Center manager.
- No paint or writing/ marking pens are to be used on the floor.
- Items are not to be taped or tacked to the walls.
- Users shall take care to avoid leaving excessive marks on the Center floor by wearing non-marking shoes.

Facility Usage Guidelines**LAUNCH****GENERAL GUIDELINES**

- Please respect our building and our staff.
- Turn off lights when leaving Launch.
- Be sure to turn off all equipment upon completion of event.
- Launch shall be left in the condition in which the user finds it, and in the event any user finds it necessary to remove or change the location of any furniture, such changes shall be made at the user's expense, and user shall agree to change all of modifications back to the condition in which same was found.
- User shall not damage, mar or in any way deface Launch or any equipment therein and shall not cause or permit anything to be done whereby the same shall be in any manner marred or defaced, nor drive or permit to be driven any nails, hooks, tacks, pins, or screws, etc., about or in any part of Launch, nor shall s/he make or allow to be made any alterations of any kind therein.
- If Launch or any portion thereof or equipment shall be damaged, marred, or defaced by the act, default, or negligence of the user or the user's agent, employee or employees, patrons, guests, or any person admitted to Launch by said user, the user shall pay to the District, on demand, such sum that shall determine to be necessary to restore Launch or such equipment to its condition prior to such damage.
- Rules, Laws, Ordinances, Regulations, Standards, and Codes of the State, City, and District shall apply to all of the performing arts activities and programs.

SUPERVISION OF STUDENTS

Students may not work in the Launch without proper supervision by a District employee.

FOOD/DRINK

- Food or beverages are permitted in Launch.
- Alcoholic beverages are permitted on the grounds during non-school hours by third parties through a rental agreement.
- Use of any tobacco product is not permitted.

SAFETY/SECURITY

- Authorized personnel shall handle the opening and closing of Launch.
- Running and horseplay are strictly forbidden.
- All exits, doors, and access to fire extinguishers must be kept clear.

EQUIPMENT

- Only authorized users shall manage the audio/video equipment on the first floor.
- Individuals must be properly trained to utilize the equipment in the Maker Studio.

Facility Usage Guidelines
HIGHLANDS HIGH SCHOOL FOOTBALL FIELD

FOOTBALL FIELD USE - RULES AND REGULATIONS

1. Coaches and other Adult Supervisors shall insure that all athletes have collected their personal belongings and removed them each night. Any items remaining at the end of the week shall be disposed of by school staff.
2. Coaches and other Adult Supervisors will remain at the facility until **ALL** their athletes have departed.
3. Coaches and other Adult Supervisors shall immediately notify school personnel of any serious injury during the activity and / or damage to the facility during the activity.
4. Coaches and other Adult Supervisors shall pick up all trash from the field after each practice and place it in the trash cans provided. The trash container will be located by the main entrance to the field. Failure to properly clean up the facility could result in additional charges to the organization renting the facility.
5. Organizations renting district property are prohibited from sub-leasing the facility. All groups using the facility **MUST** be affiliated with the renting organization. If an unaffiliated group is found to be using the facility, it is grounds for termination of the lease and cancellation of all future facility use by the organization.
6. The following items are always prohibited in the facility: gum, sunflower seeds, any glass item, razors, other sharp objects, bicycles, skateboards, roller blades, etc. The only animals that are permitted in the facility are those assisting the visually impaired.
7. The use of chairs and strollers on the synthetic playing surface is strictly prohibited. The onsite supervisor shall determine if any item taken on the field represents the potential for damage to the synthetic turf. All items deemed potentially dangerous, shall be removed.
8. Highlands High School is a public school therefore alcohol and the use of any tobacco product on campus is always prohibited.
9. The use of metal cleats is prohibited in the facility.
10. Organizations using district property should observe all fire and safety regulations for the facility.

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