

ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**

SUBJECT: **Use of Turf Fields at Senior High Schools**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing use and maintenance of turf field areas at senior high schools, *excluding those fields that have been leased to the City of San Diego.*
2. **Related Procedure:**

Recreation agreement between the City of San Diego and the district	9225
Civic Center Use of Buildings, Grounds, and Equipment.....	9205
Classroom Safety	5150

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: E-2300, E-2350, G-3000, G-4500, K-4000, K-4010, K-4040; Recreation agreement with the City of San Diego.
2. **Under the Civic Center Act**, organizations, clubs, and associations formed for recreational, educational, political, economic, artistic or moral purposes are permitted by state law and district policy to use school buildings and grounds. “Civic Center use” must be subordinate to and not interfere with the instructional program or other public school purposes. Such use may be on either a free or a rental-charge basis.
3. **Joint Use Areas Only:** Releasing or “walking” animals on private or public property for purposes of relieving themselves is prohibited (Municipal Code 44.0304.1).
Non-Joint Use Areas: Animals on School Grounds. Due to health and safety concerns, all dogs are prohibited on school grounds, both during and after school hours, unless needed for an approved instructional program under the strict control of qualified instructors or handlers. Stray animals should be isolated from children, who must not be permitted to handle these animals. (See Procedure 5150)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Real Estate Management, Physical Plant Operations, Auxiliary Services.
2. **Rental.** Nondistrict organizations wishing to use district fields must submit a Rental Request Form for such use and receive an approved Civic Center Use Permit. Fees, if applicable, will be charged in accordance with the current board-adopted Civic Center Rate Schedule for free use, direct cost recovery use, fair rental value use or commercial use.

3. **Liability.** The district is not responsible for matters relating to natural turf field use and shall be indemnified and held harmless by user organizations. Liability insurance shall be provided as required by the district's Risk Management Department.
4. **Users of Natural Turf Fields. School instructional athletic programs.** School instructional, co-curricular and extracurricular programs have first priority in scheduling use of turf fields. This priority extends to school use and essential maintenance outside the school day, including weekends.
5. **Natural Turf Maintenance.** Physical education (P.E.) departments and landscape personnel may plan the isolation of portions of fields for periodic heavy maintenance during the year, especially in the summer for football fields. To maintain natural turf fields in usable condition, the following regulations shall apply:
 - a. **School program users**
 - (1) Fields are reserved for exclusive use of schools Monday through Friday, including evenings.
 - (2) Where there are sprinkler system controllers, watering is done at night. Since no Sunday contracts are issued, fields are thoroughly watered Saturday nights.
 - (3) Fields are *not* to be used after substantial rains to avoid severe damage to grass. The site principal and the appropriate zone landscape services supervisor are responsible for this control.
 - (4) On days when fields are fertilized and watered-in, there will be at least one day of non-use.
 - (5) It is the P.E. instructor's responsibility to:
 - (a) Control classes on mowing day for student safety.
 - (b) Keep P.E. equipment away from sprinkler heads.
 - (c) Adapt football practice to avoid heavily worn areas.
 - (d) Schedule practice for other sports (e.g., softball, soccer, lacrosse, field hockey) and marching units on decomposed granite (DG) areas as much as possible.

b. **Nondistrict users (Civic Center recreation permits)**

- (1) No permits will be authorized for Sunday use of any natural turf field. **(Exception:** A principal's written request for a particular event, made to Rentals.) Fields will be posted with these conditions.
- (2) Permits for other sports (e.g., baseball and softball) *practices* shall be permitted *only* on DG areas; Saturday *games* may be permitted on natural turf fields.
- (3) Pop Warner football may request permits for *Saturday games*; they shall not have daily *practice* on natural turf fields.
- (4) Base anchors or pitching rubbers shall *not* be installed on school ball diamonds without express permission of local school authorities and approval as to location and type.
- (5) Nondistrict users must assume responsibility for spectators and participants to protect banks and other landscaped areas and for cleaning up litter.

D. IMPLEMENTATION (See Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Rental Request Form, as applicable.
2. Application and Permit for Use of School Property.
3. Civic Center Use Rules and Regulations.

F. REPORTS AND RECORDS

G. APPROVED BY



Interim General Counsel, Legal Services
San Diego Unified school District