

ADOPT-A-FIELD PROGRAM

School Board Policy 853.7 Adoption of Facilities

We are very grateful for your willingness to provide your time, energy, and resources to support the Anchorage School District and the youth of Anchorage. Your efforts are greatly appreciated.

PRIORITY USE, not sole use, of Sports Fields shall be granted to the adopting organization upon approval of the Adopt-a-Field Application.

In an effort to make the application process as "user friendly" as possible, we have revised the form and limited stops for approval signatures to two locations. The total time needed to complete an application including meetings with ASD staff should be no more than two hours. To complete the application:

1. **Approval/signature of School Principal** at the site where you wish to adopt a field.
2. **Submit the following:**
 - **Adopt-a-Field Application signed by School Principal**
 - **Certificate of Insurance for group and equipment**
 - **Completed Facilities Use Application**

Submit to:

**Anchorage School District Maintenance/Operations Department,
1301 Labar Street (Carrs Business Park off Huffman)**

While at the Maintenance/Operations Department, you will be asked to meet with the Maintenance Director, the Zone Supervisor, Grounds Foreman and the Operations Director. To insure your application is processed in a timely manner it would be advisable to make an appointment. Call Director of Maintenance at 348-5222.

3. Approval of Maintenance Director.

You will be asked to demonstrate that you understand and can perform the tasks required to maintain a sports field in a safe manner. Once this is completed, he will note his approval on the application form.

4. Approval of Zone Supervisor and Grounds Foreman.

Discuss water source and usage with the Zone Supervisor. Discuss grounds maintenance and surface care with Grounds Foreman. Following this brief conference, they will add their approvals to the application form.

An appointment may be set up at this time to meet at the site to insure access and that identification of valves, switches, etc., are clearly understood.

5. Approval of Operations Director.

Discuss security issues regarding the usage of school facilities. Following this meeting, the Operations Director will add his approval on the application form.

It may be necessary to gain access to the school for the purpose of operating water and lighting controls.

The Application form, Certificate of Insurance, and completed Facilities Use Application will be forwarded to Risk Management and the Community Services office where they will be reviewed and receive final approval.

The Anchorage School District is not responsible for injuries or damage to persons or property of the Applicant or his representatives, incurred during the course of field maintenance operations.

ADOPT-A-FIELD PROGRAM REQUIREMENTS

- Please insure that personnel who perform field maintenance and repairs have a copy of the approved Adopt-A-Field Application with them at all times when working on the field. This will assist in identifying their right to be on school property after hours. School Grounds have signs stating they are closed from 11:00 PM until 6:00 AM. This is consistent with Municipality of Anchorage Ordinance relating to Park and Recreational site usage. In addition, the Municipality of Anchorage Noise Ordinance prohibits work between the hours of 10:00 PM and 6:00 AM.
- It is the full responsibility of the Applicant to provide all labor necessary to maintain the field and/or related equipment in a safe and usable condition.
- It is the full responsibility of the Applicant to provide all equipment necessary to maintain the fields.
- Access to water is the responsibility of the adopting organization. A letter to Anchorage Water and Wastewater Utility supporting a Fire Hydrant Use Permit for the adopting organization is included in this packet.
- The Anchorage School District reserves the right to close fields and/or terminate the Adopt-A-Field agreement if:
 - Field and/or related equipment are not maintained in a safe condition.
 - Security of the school facility is compromised through negligence.
 - Required insurance is not continued in force.
 - Maintenance efforts interfere with the safe operation of the school facility, program, or school grounds.
 - Terms of the Facilities Use Permit are not observed.

Special Notes:

- Those performing field maintenance should consider their personal safety while working late at night or in the early morning. We advise that you not work alone, but in pairs or small groups. We further recommend you have a means to initiate emergency notification such as a cellular phone should accident or injury occur.
- Wear all safety equipment and protective clothing/glasses when working on fields.
- If you observe any vandalism to schools or school property in progress, do not attempt to personally intervene. Notify the Anchorage Police Department and/or Alaska State Troopers immediately.
- **The use of pesticides, herbicides, or any potentially harmful chemicals on fields is strictly prohibited.**