



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

FACILITY USE DEPARTMENT

Procedures for Use of Athletic Facilities

Specialized District Physical Education and Athletic facilities include, but are not limited to, all pools, playfields, tracks, playgrounds, gymnasiums, fitness centers, multi-purpose rooms, wrestling rooms, dance rooms, weight training rooms, outdoor athletic courts, tennis courts, shower rooms, locker rooms, associated restrooms/dressing rooms and any other facilities designated as such.

1. Use of these facilities outside of the school day requires either an internal permit for school use and school approved use or a facility permit issued to external users by the Facility Permit Office or one of the authorized joint use partners.
2. An approved/authorized facility permit must be completed and on file prior to scheduling any event on or in any of the Athletic facilities.
3. Athletic Facilities are designated for organized athletic activity only, unless the permit specifies otherwise.
4. When using outdoor facilities, permit holders must refrain from excessive noise or using whistles prior to 8am Monday - Saturday and 9am on Sundays, and avoid unnecessary noise during other times.
5. Permission must be received in writing from the permit supervisor to utilize amplified sound, drums or other instruments.
6. Use of facilities is limited to those identified on the permit during the dates and times indicated and for the stated purpose. Permits are not transferable.
7. Permitted time should include warm-up time if use of the field is desired for warming up players.
8. Any behavior or activity that is determined by the district staff to be unsafe, a violation of park rules or unsportsmanlike conduct is prohibited. Examples of unsportsmanlike conduct include: aggressive, intimidating, abusive or threatening actions, cursing or fighting. The Police may be called and violators may be required to vacate the premises or may be subject to arrest.
9. It is the responsibility of Permit holders to inform visiting teams of these regulations and to insure to the best of their ability their adherence to these rules.
10. Permits may be revoked and/or denied in the future if there is any violation of these rules or any abuse of the privilege of using Athletic facilities or equipment.

11. Field Rules.

11.1. For your safety and the enjoyment of all users, the following are prohibited on all playing fields:

- Metal cleats (Exception: baseball)
- Permanent marking materials
- Animals
- Bicycles, skateboards or unauthorized vehicles

11.2. In addition to the above, the following are prohibited on artificial turf fields:

- Food or beverage (except water)
- Sunflower seeds
- Chewing gum
- Tents or shade structure
- Staked equipment (flags, goals, etc.)

12. Inclement weather field closure procedures:

12.1. Grass Fields - Weekday Process:

12.1.1. If there has been inclement weather in the past 48 hours, Facility Management staff will inspect the athletic fields each morning by 11am and make a decision whether the field will be open for play.

12.1.2. Facility Management staff will contact the Facility Permit staff with decision. Staff will record the decision on the "Field Use Info Line" (310-255-0445) by noon and include the date.

12.1.3. Occasionally, further updates may be recorded on the line in the afternoon if weather changes (either begins to rain or has become sunny, and warm causing field conditions to change).

12.1.4. Facility Management staff will put up "field closed" signs and take them down as field conditions change.

12.2. Grass Fields - Weekend & Holiday Process:

12.2.1. If there is inclement weather within the past 48 hours, the Sports Facility Coordinator will inspect the field in the morning between 7am-9am and make a decision whether the fields are open for play (note: some fields may be open while others are closed based on weather and drainage conditions).

12.2.2. Staff will record the decision on the info line between 9 and 10 am

12.2.3. Steps 3-5 remain the same.

12.3. Artificial Turf Fields:

12.3.1. Licensee has the option of using the field during inclement weather, providing there is no thunder or lightning.

12.4. Rainouts will result in rescheduling of field use if possible.

13. Swimming Pool Procedures

The following conditions apply to use of district swimming pools located at Santa Monica High School, Malibu High School and Lincoln Middle School:

13.1. An appropriate number of lifeguards will be assigned to be on duty during the time period of the permit. Lifeguards will be assigned at a three-hour minimum. Permit Holders assume the costs for Lifeguards.

13.2. In the event that the pool is deemed unusable due to contamination or some other health concern, the pool will be closed

13.2.1 If the closure is the responsibility of one of the permit holders participants, any costs will be charged to the renter.

14. Gymnasium and Dance Studio Procedures

14.1. No food, beverages or water (including chewing gum) will be allowed on wood floors in gymnasiums or dance studios.

14.2. Licensees are responsible for protecting the wooden courts and studios from damage and abrasions other than expected wear and tear from standard athletic use.

14.2.1. All equipment, including but not limited to tables, chairs, and stanchions, that are placed on a gym/dance studio wooden floor must have non-abrasive bottoms. Mats must cover the floor when there is any expectation of damage. The Director of Facility Use or his/her designee must approve any alterations in this procedure prior to use.

14.2.2. Proper shoes must be worn at all times when using gym or dance studio floors.

14.2.2.1. Gym: Gym or tennis shoes with rubber bottoms, no hard shoes, heels or sandals.

14.2.2.2. Dance: Dance, ballet or tennis shoes.

14.3. Gymnasiums must be restored to pre-permit condition at the end of the use. Volleyball nets & poles, scoreboards, stands, custodial equipment and basketball hoops must be restored to their pre-use condition.

14.4. User groups will be charged for any damage to District Athletic Equipment caused by hanging on rims/nets, throwing balls at breakable objects or damaging equipment.

