



# Miller Field



**100 Cross Street**  
**Winthrop Ma. 02152**

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# Table of Contents

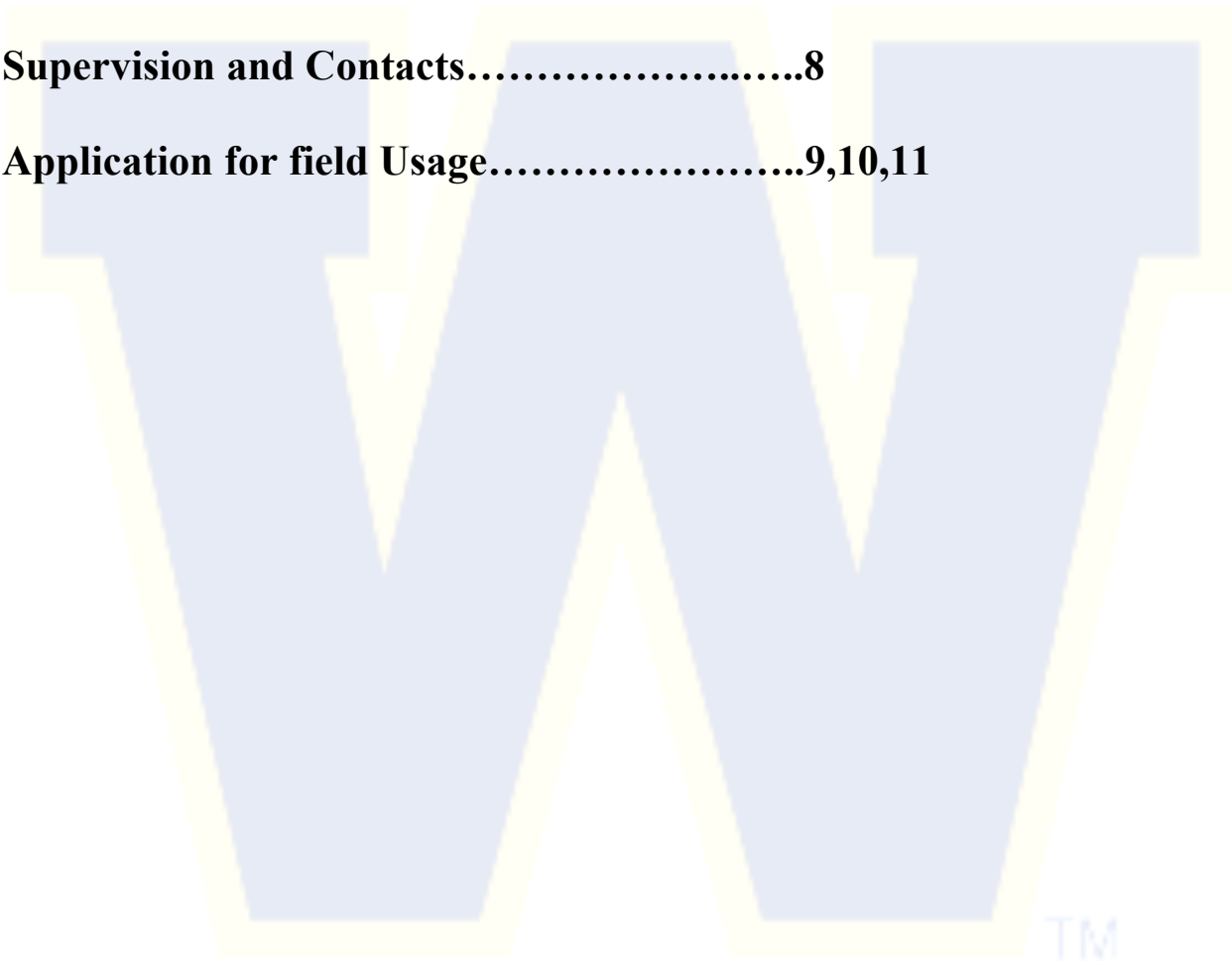
**Welcome to Miller Field.....1**

**Field Specifications.....2,3,4**

**Field and Facilities Use and Regulations.....5,6**

**Supervision and Contacts.....8**

**Application for field Usage.....9,10,11**







## Welcome to Miller Field

We would like to welcome you to Miller Field, Winthrop's new state of the art turf field. We now have the ability to accommodate your event with ease and comfort. We are pleased you are considering our facilities for your event and would like to thank you in advance for your patronage.

This handbook has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the Winthrop community, or from the surrounding communities, all of the information you will need is contained on the pages that follow.

Thanksgiving of 2017 marked the first athletic event held at Miller Field and the Spring of 2018 showcased the grand opening. State of the art synthetic turf along with a new scoreboard, sound system, lights and home/away bleachers were added.

Miller Field is the property of the Winthrop Public School System. The Winthrop School Committee has developed the following policy to insure that all precautions have been taken for the well-being of the participants, as well as, the athletic venues and accompanying equipment. The Winthrop High School Athletic Facility Manager serves as the manager of the Miller Field Complex. All agreements between any person, group or organization, shall adhere to the policies of the Winthrop School Committee, Mass General Laws and the specifics outlined in this handbook. The final decision for field allocation sits with the athletic director.



# FIELD SPECIFICATIONS

## MILLER FIELD

- Enclosed complex.
- Bleachers on Home/Away Sides --Total Seating:1200
- State of the art press box.
- Field House
- PA System
- Scoreboard with wireless control
- Lights
- Turf Area
- Lined for football, soccer and girls and boys lacrosse



## MILLER FIELD FEES

LOCATION	WINTHROP BASED COMMUNITY YOUTH SPORTS TEAMS	WINTHROP NON PROFIT	WINTHROP FOR PROFIT	NON WINTHROP
*ALL RATES ARE PER HOUR				
1. Miller Field	Half Day (3hr Min) \$250  Full Day \$400	\$100	\$125	\$150
2. Press Box, PA & Scoreboard	N/A	\$25	\$50	\$75
3. Field House	N/A	\$50	\$65	\$75
4. Lights	N/A	\$30	\$40	\$50
5. Site Administrator**	\$35	\$35	\$50	\$75
5. Custodial Detail	\$35	\$35	\$50	\$75
7. Field Equipment	N/A	\$25	\$50	\$75

\*\*Site Administrator must be paid an extra hour of service for set-up and break down, opening and closing of event.





## FIELD SPECIFICATIONS

1. There is no guarantee that the field permitted will be lined. Field lining is not included in the permitted use. If the league or organization required lines it is the responsibility of the permit holder to suggest this on the application.
2. Only trained personal will be allowed to use the PA system and scoreboard, unless otherwise approved.
3. Field House usage includes Bathrooms and Concession Stand only. Any concessions sold must be approved by administration, regardless if using the field house or not.
4. Lights must be requested in the application or they will not be available for use.
5. A site administrator must be hired to oversee all events and ensure all rules and regulations are being followed.
6. A custodial detail must be hired to maintain the facility. Renters are expected to clean after themselves.
7. Field equipment will only be available if requested on application. Outside equipment needs to be approved before it can be brought in.



## Fields and Facilities Use Regulations

1. The facility will not be reserved until the rental coordinator has received 50% payment of the fees.
2. All rentals shall provide documentation stating each of their employees have been properly Cori'd.
3. Additional clean up fees will be charged if the space is not left in the same condition as upon arrival. May cause termination of future rentals.
4. Full liability for any damages to District property or injuries to persons, whether in District buildings or on the grounds, shall be assumed by the renter.
5. Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property.
6. For all events, a minimum \$1,000,000 insurance binder naming Winthrop Public Schools as an additional insured must be submitted to the District prior to final approval and usage.
7. The school administration will, at their discretion, require Police Officer coverage at the cost of the renter. Police coverage will be charged at the current Police Department rates with a 4-hour minimum per officer.
8. Members of the School Administration, or their representatives, must be permitted to attend the event and be present on District property at any time during the event.
9. The renter is granted access to, and use of, only the areas and date/times specified on the application. Additional space may not be used.
10. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the local Police will be called.



11. Decorations, posters and other items may not be affixed to any part of the property except those requested at the time of the application. All must comply with school committee policy.
12. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed after the event. The District is not responsible for any property left on the premises.
13. The use of school equipment is not included in the use of the facility, unless specifically noted on the application. Additional fees apply.
14. The buildings and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
15. **Turf field:** No food, no gum chewing, no spitting, no pets, no drinks other than water, and no tobacco products.
16. **Running/Walking Track:** same as above and no cleats on the track.
  - a. All those using the turf field must enter the field at the gate in which the track cover is present.
  - b. When entering/exiting the field, it should always be done traveling on the track mat cover, regardless if the person is wearing cleats or not.
17. District staff will be responsible for supervision of lights, PA, scoreboard and other equipment. Only authorized personnel shall use equipment unless agreed upon.
18. At no time shall anyone other than those directly involved with the event be inside the gated track/field area. No fans or spectators are permitted.
19. In the case of school cancellation or early dismissal, the facilities may not be available for use.
20. The renter contact person must check out with the District contact person at the end of the event. At this time, they will also review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described above will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.
21. The school administration expressly reserves the right to revoke for any good and sufficient reason, permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant.





22.No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the Administration.





## Supervision/ Contacts

*The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event.*

1. The rental contact person must check in with the district contact person upon their arrival. They will need to provide a cell phone number in order to contact the district contact person in the event of emergency or other problems.
2. The rental and district contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The District contact person will indicate what other facilities may or may not be used (bathrooms, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will contact the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person (when applicable).



## APPLICATION FOR USE OF MILLER FIELD

**(All applications submitted are pending School Committee approval and are subject to cancellation pending High School Athletics. For all non-school functions please submit the insurance policy with this use of facilities application.)**

Winthrop Community Based Youth Sports Team \_\_\_\_\_

Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ PTO \_\_\_\_\_

1. Name of Organization: \_\_\_\_\_

2. Person(s) in Charge of Activity: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone: \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Billing Information: \_\_\_\_\_

\_\_\_\_\_

7. Sport and/or Type of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Admission Charge of any type: \_\_\_\_\_

9. I willingly acknowledge that all participating members of the above stated events have been properly cori'd: (signature) \_\_\_\_\_





10.

<b>Additional Amenities Requested</b>	<b>Please Check all that apply (specify)</b>
Miller Field	
Press Box, PA & Scoreboard	
Field House	
Lights	
Site Administrator	
Custodial Detail	
Field Equipment	

11.

<b>Date of Event</b>		<b>Event Start Time</b>	
<b>Number of People Expected</b>		<b>Event End Time</b>	
<b>Expected Set up Time</b>		<b>Expected Time to Exit Facility</b>	

12. Insurance Information: (please provide hard copy)

Company: \_\_\_\_\_ Company Policy #: \_\_\_\_\_

Coverage: \_\_\_\_\_ Coverage Dates: \_\_\_\_\_



## IMPORTANT INFORMATION

The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings and to accept full responsibility for any damage to or loss of school property.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ # Police required

\_\_\_\_\_ # Other (please specify)

***(SEND COMPLETED APPLICATION TO WINTHROP HIGH SCHOOL 400  
MAIN STREET, WINTHROP MA 02152 – ATHLETIC OFFICE, ATTN:  
MATT SERINO)***