

I. Purpose

- A. The general purpose of this regulation is to affirm that track and field equipment shall be available for loan to community organizations for use on site. This regulation is consistent with and furthers the goals specified by Policy 7510, *Use of School Facilities*, and Policy 7520, *Loan of School Equipment*.
- B. The specific purpose is to clarify that Princeton Athletic Club of Princeton, New Jersey, Inc. be allowed to conduct track and field activities at Princeton High School with the use of Princeton Public Schools track and field equipment. This regulation applies equally to similarly situated organizations.

II. Definition. The subject track and field equipment includes apparatus specialized for the sport of track and field that is not ordinarily transported to the site by an individual participant and equipment for use by track and field officials or event administrators that would not ordinarily be transported to the site by officials or event administrators. Specifically included are the javelin toe board; discus safety net, commonly called the discus cage; the complete installation for high jump, consisting of mat, uprights and crossbar; the complete installation for pole vault, including mats, uprights and crossbar; hurdles; rake and broom for sand pit; starting blocks; four tables; and eight chairs.

III. Supporting Evidence

A. At Princeton Public Schools

1. Track and field is a sport conducted by Princeton Public Schools, including through the athletics programs of the middle school and high school.
2. As such, track and field is part of the overall educational program of Princeton Public Schools.
3. Track and field is one of the largest participation sports at Princeton High School. For spring 2018, the combined boys and girls track and field roster exceeds two hundred and fifty, with approximately half actively participating.
4. The track and field facilities and equipment at Princeton High School are the unique publicly owned resources in Princeton for conducting the sport of track and field.
5. Therefore, the availability of these resources to community organizations enhances the quality of education and lifelong learning.
6. It is in nature of much of the track and field equipment that it is difficult or infeasible to transport it by ordinary vehicles over the public highways.
7. Therefore, in order to conduct the track and field events for which the track and field equipment is specialized, it is necessary to use the track and field equipment existing on site.
8. Those components of the track and field equipment which are not easily moved by a single person unaided are seasonally installed and left exposed to the weather and the general public for months at a time.
9. Installation of track and field equipment is complete for the beginning of the high school track and field season.
10. Football practice requires the removal of the discus cage and javelin toe board.
11. Princeton Public Schools makes equipment for soccer, lacrosse, field hockey to outside groups.

B. Princeton Athletic Club

1. Princeton Athletic Club of Princeton, New Jersey, Inc. is a Princeton-based nonprofit and a recognized 501(c)3 tax exempt organization.
2. As such, Princeton Athletic Club of Princeton, New Jersey, Inc. is a nonprofit community organization.

C. Risk Management

1. USA Track and Field is the national governing body for the sport of track and field.

2. USA Track and Field operates an insurance program for competitions and practices.
3. USA Track and Field requires a safety plan as a condition of participation in its insurance program.
4. The USA Track and Field insurance program provides commercial general liability, together with a special endorsement covering track and field equipment.

D. Peer institution case review

1. Lenape Regional High School District is a peer institution of Princeton Public Schools. Lenape Regional High School is located in Medford, New Jersey.
2. Vertical Adventures conducts a decathlon and heptathlon meet annually at Lenape Regional High School.
3. Decathlon and heptathlon are track and field activities that make full use of the track and field equipment. Pole vault is an element of both decathlon and heptathlon.
4. The fees due Lenape Regional High School District from Vertical Adventures in respect of the use of the track and field equipment are zero. The fees due for the decathlon and heptathlon meet comprise only the usual cost of field rental.
5. The Vertical Adventures decathlon and heptathlon meet is sanctioned by USA Track and Field. As such, the activity is covered by the insurance program of USA Track and Field.
6. The practice of Lenape Regional High School District is a reasonable model for the use of track and field equipment by an outside organization.

IV. Regulations proposed

A. Coordination of use of track and field equipment

1. The Princeton High School athletic director shall coordinate use of facilities that includes use of track and field equipment.
2. The athletic director or the superintendent may designate alternate points of contact.

B. Dates of availability

1. Track and field equipment that is not installed seasonally, that is, excepting the discus cage, javelin toe board, high jump mats, and pole vault mats, shall be available at any time of year, provided that application is made ten business days in advance.
2. The high jump and pole vault apparatus shall be available on ten days advance application for use between April 1 and two days prior to the first day of football practice. Twenty days advance application may be required for use after two days prior to the first day of football practice and until November 1.
3. The discus cage and javelin toe board shall be available from April 1 through two days prior to the first day of football practice, provided application is made at least ten business days in advance.
4. Princeton Public Schools may allow use outside these dates or on shorter advance application.
5. Equipment that is seasonally installed shall be provided installed at the location appropriate for its use.

C. Fee for use of track and field equipment, lining the throwing area

1. The fee for use of track and field equipment by nonprofit community groups shall be zero.
2. The ordinary fee for use of the athletic fields at Princeton High School shall apply.
3. When the applicant shall request, the grass in the area for javelin throwing, discus throwing and shot put throwing shall be painted with lines appropriate for those events, at a fee of twenty-five dollars, no more often than once per week.

D. Press box and public address system at Princeton High School

1. Princeton Public Schools shall publish a regulation on the use of the press box and public address system at the Princeton High School athletic fields, uniform for nonprofit community

organizations.

2. For simple access to the press box and use of the public address system, there shall be no additional fee above ordinary use of the athletic fields.
3. There may be additional regulation and fee for use of wireless microphones owned by Princeton Public Schools, including requirements regarding presence of a Princeton Public Schools employee or student technician.

E. Risk management

1. An applicant shall provide to Princeton Public Schools reasonable assurance of responsibility for the care and integrity of track and field equipment.
2. Evidence of coverage by the insurance program of USA Track and Field or its successor shall be considered sufficient assurance of responsibility.
3. Whenever the proposed activity shall involve at most one hundred and seventy-five athletes on site at a particular time, there shall be no requirement for additional Princeton Public Schools staff on site.
4. Whenever the proposed activity shall involve more than one hundred and seventy-five athletes on site at a particular time, Princeton Public Schools may require additional staff to be present at an additional fee.

F. Preparation of the site

1. The site shall be provisioned with not less than two portable toilets or access to fixed toilet facilities at no additional charge.
2. When there is no risk of damage to plumbing due to freezing, the site shall be provisioned with access to a source of drinking water at no additional charge.
3. Vehicle access gates shall be opened to accommodate additional equipment delivery and setup.

G. Application for use

1. An application for facility use shall be considered without prejudice as to whether the application includes a request for use of track and field equipment.
2. School programs have priority over outside groups' use of facilities.
3. Princeton Public Schools shall acknowledge an application within two business days of receipt.
4. Princeton Public Schools shall report to the applicant whether an application is approved within ten business days of receipt.
5. When an application is neither approved nor rejected, Princeton Public Schools shall report the status of the application to the applicant weekly beginning no later than the fifteenth business day after receipt.
6. When Princeton Public Schools reports that an application is other than approved, Princeton Public Schools shall report the reason.
7. When an application for use is approved, Princeton Public Schools shall provide the applicant with documentation of such approval.
8. When an application shall request use of the track and field equipment, the use of the track and field equipment may, in the determination of the applicant, be considered essential to the request.