

CAL POLY DOERR FAMILY FIELD FACILITY POLICY

Revised 4/1/18



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General Facility Policy

NEW/REVISED POLICY: New
Effective Date: 4/1/18

The Cal Poly Doerr Family Field is operated by Associated Students, Inc. (ASI). The Policy-recommending body for the Cal Poly Doerr Family Field shall be the Sports Complex Use Committee (SCUC) with approval from the University Union Advisory Board (UUAB).

Recommendations to the ASI Executive Director and University President (or designee) for approval, amendment, or repeal of any Cal Poly Doerr Family Field Facility Policy requires a 2/3 vote of the membership of UUAB. Such an approved facility policy shall become the official policy of the Cal Poly Doerr Family Field.

The Cal Poly Doerr Family Field Facility Policy shall be in compliance with federal and state law, as well as University and CSU Board of Trustee's policies. The ASI Executive Director designates the ASI Director of Facilities Management to make decisions as noted in this policy. The University President's directive regarding use of university buildings and grounds is applicable to the Cal Poly Doerr Family Field and its adjoining grounds (CAP 144).

Exceptions to the Cal Poly Doerr Family Field Facility Policy may be granted by the ASI Director of Facilities Management in collaboration with the Deputy Director of Athletics with approval from the Sports Complex Use Committee and in accordance with campus policy.

POLICY

General facility policies apply to all individuals and groups who use the Cal Poly Doerr Family Field.

All [Campus Administrative Policies \(CAP\)](#)ⁱ apply to the Cal Poly Doerr Family Field.

Cal Poly Doerr Family Field operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the SCUC.

Use of the Cal Poly Doerr Family Field for commercial activity unrelated to the ASI mission is prohibited unless the ASI Executive Director or designee grants prior written approval.

Advertisements, marketing, flyers, and handouts are prohibited without prior written approval from the ASI Director of Facilities Management.

All club fundraising activities must be 100% philanthropic in nature rather than commercial.

No exchange of funds is permitted at the Doerr Family Field. This includes entry fees, registration, donations, and sales. All monetary exchanges must be conducted off grounds.

ASI is not responsible for damage to or loss of personal items.

Health and Safety

NEW/REVISED POLICY: New
Effective Date: 4/1/18

POLICY

The field supervisor is responsible for overseeing security and safety during specified hours of operation, and will serve as the primary customer contact for facility concerns.

Alcoholic beverages (unless approved by the Office of the University President) and gambling will not be allowed at the Cal Poly Doerr Family Field in accordance with state and Campus Administrative Policy (CAP 172).

Use of tobacco and E-cigarettes is prohibited at the Cal Poly Doerr Family Field (CAP 171).

Animals are not permitted in any area of the Doerr Family Field, except for service dogs or animals involved in authorized research or instructional programs. Dogs must have a valid license which also serves as evidence of a current rabies vaccination (CAP 357). In accordance with campus policy, pets may not be tethered on campus (CAP 357.1).

No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee (CAP 354.4).

All use of electricity at the Cal Poly Doerr Family Field must conform to the National Electrical Code.

Open flames are not permitted at the Cal Poly Doerr Family Field. Explosive and chemical combustions, including fireworks or rockets are not permitted at the Cal Poly Doerr Family Field.

Any blood and/or bodily fluids expelled must be cleaned up by the reserving party.

Barbeques and food are not permitted at the Cal Poly Doerr Family Field.

Conduct and Responsibility

NEW/REVISED POLICY: New
Effective Date: 4/1/18

All individuals are required to follow campus and Cal Poly Doerr Family Field policies and procedures pertaining to their activity or program.

Groups reserving Cal Poly Doerr Family Field facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damages caused to the Cal Poly Doerr Family Field Facilities, property, grounds or equipment by their members or guests.

All participants are responsible for leaving all Cal Poly Doerr Family Field spaces in a reasonably clean and orderly condition. A damage/security deposit of \$1,000 may be required from groups, based on historical experience and the nature of the event.

Any group or individual failing to comply with these policies, or causing repeated damage to the facility, will be denied further use of campus facilities and will be subject to disciplinary action through the Dean of Students Office and/or University Police Department.

Doerr Family Field Oversight

NEW/REVISED POLICY: New
Effective Date: 4/1/18

Oversight of the Doerr Family Field shall be conducted by the Sports Complex Use Committee (SCUC). This committee shall provide ongoing review of the facility. The committee will review the facility use, recommend policy revisions, and revise block schedules (CAP 850).

SCUC Meetings - This advising body meets on a regular basis to review the overall field status, maintenance and improvements, approve event requests, and collaborate on block schedules. SCUC will be responsible for reviewing and approving the following event requests:

- Club Sports reservations
- Department events (excluding Cal Poly athletics team practices)
- Recognized Student Organizations events
- Athletic Camps
- Off campus user events
- Large scale university activities

Block Schedule - A block schedule is defined as a unit or units of time set aside for specific groups to use designated space within the Cal Poly Doerr Family Field. The SCUC develops block schedules to ensure campus partners have approved access to the facility on a regular basis.

Groups and programs included in the Doerr Family Field Block Schedules include:

- ASI
- Cal Poly Athletics
- Kinesiology and Public Health Department
- Conference and Event Planning (summer quarter only)

Refer to the Doerr Family Field Block Schedule: [Block Schedule](#)ⁱⁱ.

Authorized Users

NEW/REVISED POLICY: New
Effective Date: 4/1/18

Doerr Family Field Authorized Users

- Associated Students, Inc.
- Cal Poly Athletics
- Cal Poly Recognized Student Organizations
 - Student clubs and Club Sports that have been officially recognized and chartered by the university
 - Independent organizations that have been officially recognized and rostered by the university (i.e. Greek organizations)
- CPSU departments, administrative units, and support groups
 - Cal Poly offices and administrative units
 - Cal Poly departments
 - Kinesiology and Public Health Department
 - Cal Poly colleges
- Cal Poly Conference and Event Planning
 - Private use by Cal Poly students, faculty, staff, and alumni
 - Students and faculty/staff scheduling facilities for private, non-professional events, non-campus programs, and activities
 - Off-campus organizations and individuals
 - Community organizations and individuals not associated with campus

Appropriate Field Use

NEW/REVISED POLICY: New
Effective Date: 4/1/18

This policy describes the permitted and non-permitted use of the Doerr Family Field.

PERMITTED

Sport Activity

Soccer
Football
Flag Football
Track
Ultimate Frisbee
Baseball conditioning
Softball conditioning
Conditioning

Vehicles

Golf carts (turf tires required)

Footwear

Molded cleats
Running shoes

Other

Inflatables

NOT PERMITTED

Sport Activity

Field Hockey
Lacrosse
Archery
Golf
Field implements (javelins, shot put, etc.)
Logging
Rugby

Vehicles

Bikes/unicycles
Cars/trucks
Motorcycles/scooters
ATV's
Skateboards/rollerblades

Footwear

Metal spikes /metal cleats

Amplified Sound

Concerts
Speakers/amplifiers

Other

Color Run
Non-service animals
Rocket launches/fireworks
Drones/remote controlled planes
Food, drinks, sunflower seeds
Tobacco
Gum
Tailgating
Open flames
Smoking
Field lining and striping

Space Reservation Policy

NEW/REVISED POLICY: New
Effective Date: 4/1/18

Space at the Cal Poly Doerr Family Field must be reserved through the appropriate scheduling entity

Requestor	Scheduling Entity
Academic Courses	Class Scheduling
Athletics	Athletics Facility Scheduling
Athletic camps and revenue generating events or activities	Conference and Event Planning
ASI Programs	ASI Facility Scheduling
Campus Departments	University Scheduling
Off-campus organizations	Conference and Event Planning
Private use by Cal Poly students/faculty/alumni	Conference and Event Planning
Recognized Student Organizations (Clubs, Club Sports, ISOs)	ASI Facility Scheduling (E-Plan Process)

No organization may reserve space on behalf of another organization. However, a sponsoring organization may schedule an event that incorporates multiple participating entities within one reservation. Organizations may not sell or transfer reservations to another individual or organization.

All details associated with Doerr Family Field reservations must be completed by the deadline date. All reservations are subject to cancellation if the details are not submitted by the due date.

Basic Events

Basic Events do not require staffing, setup, supervision, or additional approval

- Reservation due 3 days prior to event
- Cancellation due 2 days prior to event

Supported Events

Supported Events require either staffing, setup, supervision or additional approval

- Reservation due 18 days prior to event
- Event details due 10 days prior to event.
- Plan revisions may be made up to 5 days prior to event
- Cancellation due 2 days prior to event

ASI Event Scheduling and Management and the appropriate scheduling entity must be informed in advance of any change regarding an event. Changes made after the due dates referenced above will incur a fee as outlined on the [ASI Rate Sheet](#)ⁱⁱⁱ.

Failure to comply with the policy will result in the cancellation of all current reservations and immediate loss of all scheduling privileges. This is at the discretion of the ASI Director of Facilities Management in collaboration with the Deputy Director of Athletics and the Sports Complex Use Committee.

Informal recreation by the Cal Poly community is a critical component of the Doerr Family Field. The ability to “drop in” and utilize the Doerr Family Field facilities in a non-organized fashion is an important component of the Cal Poly recreational opportunity. ASI will schedule and publicize open recreation times.

Reservation Priority

NEW/REVISED POLICY: New
Effective Date: 4/1/18

ASI and Athletics reserve the right to give preference to university events sponsored or endorsed by the University President. Additionally, events of global importance on campus will be given top priority and may, with SCUC approval, supersede the block schedules. Requests will be reviewed on a case-by-case basis.

The following schedule identifies the first date that groups may request reservations for the Doerr Family field for the following academic year:

SCHEDULING OF SPACE

PRIOR TO THE START OF THE NEXT ACADEMIC YEAR

May 1 – Block Schedule Entities

Identified users (below) have assigned Doerr Family Field blocks and may request space within their designated blocks for the following academic year.

1. ASI
2. Cal Poly Athletics
3. Kinesiology and Public Health Department
4. Conference and Event Planning (summer only)

Reservation requests made by entities categorized within the same block are processed in the order received.

PRIOR TO THE START OF EACH QUARTER

Seven (7) weeks prior to the start of each quarter:

All requests within designated blocks are due. Unused blocks may be made available to other eligible users in accordance with Doerr Family Field Facility Policy.

Six (6) weeks prior to the start of each quarter:

Unused block time will be processed in the following priority order on a date stamped, first come first served basis:

1. Maintenance
2. ASI Programs
3. Cal Poly Athletics
4. Kinesiology and Public Health Department
5. Club Sports
 - a. Maximum of two (2) reservations per quarter per Club Sport program
 - b. Practice or games only
 - c. Tournaments not permitted
6. Conference and Event Planning
 - a. Summer quarter and academic breaks only

Cancellation and No Show Policy

NEW/REVISED POLICY: New
Effective Date: 4/1/18

Cancellation of reservations must be made by the requester or other authorized individual two (2) calendar days prior to the scheduled event by contacting their appropriate scheduling entity in writing.

If a group fails to notify their scheduling entity of a cancellation two (2) calendar days in advance, the group will be considered a “no-show”.

“No-shows” will be issued a written warning and incur a fee as outlined on the applicable [ASI Rate Sheet](#)ⁱⁱⁱ.

Additionally, charges for staff time will be billed for all cancelled or “no-show” events when staff support is required or when actual costs have been incurred by ASI.

If a group has delinquent fees, they will not be allowed to book further reservations, nor will their current reservations be honored, until all the “no-show” fees are paid.

Failure of a group to cancel an event three (3) times in a quarter will result in the cancellation of all remaining reservations for the quarter.

Supervision

NEW/REVISED POLICY: New
Effective Date: 4/1/18

ASI Supervision

The ASI Director of Facilities Management or designee has the right to adjust ASI event staffing levels in individual situations in order to address safety and facility oversight.

Responsibilities

ASI will staff the Doerr Family Field with a minimum of one (1) field supervisor during posted hours. This staff member will be CPR and First Aid certified, trained in blood borne pathogen response, and will be the on-site individual with keys and facility knowledge. Their responsibility will be to oversee the scheduled activities, as well as informal use, to ensure that field policies are followed and facilities are properly used.

Event Types

ASI field supervisors will supervise events at the Doerr Family Field held by the following groups:

- ASI Intramural Sports
- ASI Events
- Recognized Student Organizations (RSOs)
- Conference & Event Planning (Excluding camps managed through the Athletic Department)
- Cal Poly department and program activities (Excluding Athletic Department and Kinesiology and Public Health Department)

Costs

Please refer to the [ASI Rate Sheet](#) above for costs associated with supervision.

Cal Poly Athletics Supervision

Responsibilities

During any practice, event or camp sponsored by Cal Poly Athletics, an appointed coach or athletic trainer will be on-site. They are responsible for ensuring the safety of the participants and spectators as well as overseeing the proper use of all facilities. These individuals are CPR and First Aid certified and trained in blood borne pathogen response.

Event Types

Cal Poly Athletics shall be responsible for supervision of the following events:

- Athletic games
- Athletic practices
- Athletic camps processed through Conference and Event Planning

Academic Program Supervision

Responsibilities

The registered course instructor is responsible for overseeing class activities to ensure participant safety, policy compliance, and equipment arrangements for the event. They will develop an emergency plan and serve as the first responder in the event of an emergency.

Event Types

- Academic courses offered through PASS and scheduled through Class Scheduling
- Ad Hoc Classes that are used to supplement existing courses and are scheduled through University Scheduling

Field Management

NEW/REVISED POLICY: New
Effective Date: 4/1/18

Field Maintenance

Maintenance shall be overseen by Cal Poly State University and managed by Cal Poly Facility Services. Responsibilities include:

- Synthetic turf fields: Grooming
- Adjoining space: Landscaping and irrigation
- Lighting compliance, including bulb replacement

Refer to Memorandum of Understanding (MOU) for specific parameters.

Maintenance Schedules

- All maintenance times must be entered into the campuswide scheduling software

Field Closures

Maintenance Closures

- Major field maintenance, renovations, and repairs will take priority during quarter breaks, holidays, and summer.

Unanticipated Closures

- Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities Management or designee. Whenever possible, ASI will notify groups of any reservation change in advance.
- ASI reserves the right to cancel a reservation (practice or event) or modify the extent of services provided in the event of rain, wind, heat, other inclement weather, construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.

Field Lining and Striping

The Doerr Family Field is lined for football, flag football, and soccer. No other field lining, permanent or temporary, is permitted.

Key Authorization

All keys are issued and approved by the ASI Director of Facilities Management or the Deputy Director of Athletics. A key authorization form must be completed and signed by the ASI Director of Facilities Management or designee.

Keys and key codes cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.

All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facilities Management or Deputy Director of Athletics. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee will have a hold placed on their academic records. If a master key is lost, the signatory will be held liable for the cost of re-pinning all areas accessible by the lost key.

Equipment

NEW/REVISED POLICY: New
Effective Date: 4/1/18

General Use

Sporting equipment may be moved by ASI and Athletics only. All other entities must receive prior written approval from the ASI Director of Facilities Management or designee.

All equipment at the Doerr Family Field must be in proper working condition.

Broken or damaged equipment must be properly disposed of by the responsible party. Failure to remove the equipment within fourteen (14) days will result in removal and disposal costs.

All equipment must be returned to its original location at the completion of scheduled activities.

Groups are financially responsible for damages caused by the improper use or movement of equipment.

Storage

Space within the storage unit at the Doerr Family Field shall be equally distributed between ASI, Athletics, and Facility Services.

The ASI Director of Facilities Management, Deputy Director of Athletics, and Landscape Manager will determine property to be located and housed in the space allocated to their area.

Equipment Replacement

The Sports Complex Use Committee will reference the following when replacing existing equipment. If a program chooses to purchase additional equipment, not including replacing old or broken equipment, they may do so at their own expense.

ASI and Cal Poly Athletics will each cover 50% of the cost to replace:

Soccer Goals

Soccer Nets

Soccer Corner Flags

Cal Poly Athletics will cover 100% of the cost to replace football equipment.

ⁱ Campus Administrative Policy – <http://policy.calpoly.edu>

ⁱⁱ Block Schedule - http://www.asi.calpoly.edu/block_schedules/

ⁱⁱⁱ ASI Rate Sheet – http://www.asi.calpoly.edu/form_policies/show/473