Introduction
The Allerton Sports Complex is managed by the Recreation and Wellness Services at Kent State University. The fields are designated for scheduled programs and events involving students, faculty, and staff of Kent State University, as well as community rentals and leagues. Unauthorized use of the fields is strictly prohibited. All participants, including players, coaches, spectators, officials, and guests, acknowledge the inherent risk of injury when entering the field areas. Recreation and Wellness Services and Kent State University are not liable for any injuries, deaths, thefts, or damage to personal property.

Address
Allerton Sports Complex
1565 Campus Center Drive
Kent, OH 44240

Code of Conduct
Using university facilities and fields is a privilege. Participants are expected to act responsibly, respect others, and take care of the grounds, supplies, and equipment. Unacceptable or irresponsible behavior may result in revoked privileges and additional disciplinary action. Profanity, and racial, sexist, or other intimidating language or actions directed at staff, officials, coaches, players, or spectators will not be tolerated and will result in removal from the Allerton Sports Complex.

Food and Drink
Food and drink are allowed only in designated areas. Glass containers are strictly prohibited. Unauthorized vending is not permitted without prior written approval from the appropriate authorities. Please dispose of all trash and recyclables in the designated receptacles located throughout the complex.

Alcohol, Drugs, Tobacco, Vaping, and Firearms
The consumption or use of alcoholic beverages, illegal drugs, smoking, electronic smoking devices, mods, electronic nicotine delivery systems that create aerosol or vapor, and smokeless tobacco products is strictly prohibited on the grounds of the Allerton Sports Complex. Individuals who appear to be under the influence of alcohol or illegal drugs will be asked to leave the facility. Firearms and weapons are also not permitted. Failure to comply with a staff member’s request to leave may result in the involvement of the Kent State University Police Department for removal from the complex.

Pets
Pets are allowed in the spectator area of the Allerton Sports Complex but must be on a leash and under the owner’s control at all times. Owners are responsible for promptly removing and properly disposing of all pet waste.

Trash
Receptacles are provided for the appropriate disposal of trash. Please dispose of trash in the trash receptacles provided.

Vandalism
Vandalism of property, equipment, or fields is strictly prohibited and will not be tolerated. Such actions may result in involvement from the police and/or the Office of Student Conduct.
Facility Scheduling & Maintenance
The Recreation and Wellness Services oversees the scheduling and maintenance of the Allerton Sports Complex. Contact Jim Underwood at 330-672-1138 for more information.

Facility Seasons & Hours
The Allerton Sports Complex is typically scheduled to open the week after Kent State University's Spring Recess and to close the Sunday before Thanksgiving. This schedule may change based on weather, field conditions, and maintenance needs. Operating hours are set annually and depend on scheduled programs and rentals.

Mandatory Offline Periods
The complex will be scheduled for offline status several times a year for fertilization, aeration, field maintenance, and repair. The standard offline periods are:

- **Winterization**: All fields will be offline from the Sunday before Thanksgiving until the final Sunday following Spring Recess. Winter fertilization, aeration, overseeding, spring preparation, spring fertilization, and field maintenance occur during this time.
- **Shut Down Week**: All fields are offline from the Saturday after Spring Final Exams Week through the following Sunday. This offline period aligns with the SRWC annual shutdown. Special approval is required for usage during this week.
- **Orientation Week**: All fields are offline the week before fall classes. Special approval is required for usage during this week.
- **Fertilization Period**: Fields will be offline for 24 hours after fertilizer application. These dates will vary annually, but efforts will be made to minimize disruption of organized activities.

Rental Fees & Policies

General Rental Information
- Deposit of 50% contracted fee required for all rentals.
- Hourly fees are a minimum of two (2) consecutive hours.
- Rentals will be based on previous partnerships with Recreation and Wellness Services, with priority given to rental parties that request, at a minimum, the two day rental option.
- All fees are due within 30 days of the conclusion of the tournament and/or event unless prior arrangements are made with Recreation and Wellness Services.

University Affiliated Groups: This category includes fraternities, sororities, student organizations, academic and other university departments, and intercollegiate athletics.

<table>
<thead>
<tr>
<th>Rental Pricing</th>
<th>1 Field</th>
<th>4 Fields</th>
<th>4 Fields (2 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hourly Fee</strong></td>
<td>$30</td>
<td>$105</td>
<td>N/A</td>
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<tr>
<td><strong>Daily Fee</strong></td>
<td>$150</td>
<td>$525</td>
<td>$1,050</td>
</tr>
<tr>
<td><strong>Lighting Fee</strong></td>
<td>$15/hr./field</td>
<td>$15/hr./field</td>
<td>$15/hr./field</td>
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<tr>
<td><strong>Custodial Fee</strong></td>
<td>$25 (1 day only)</td>
<td>$100 (1 day only)</td>
<td>$150</td>
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<tr>
<td><strong>Field Maintenance &amp; Other Fees</strong></td>
<td>See Below</td>
<td>See Below</td>
<td>See Below</td>
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</tbody>
</table>
Non-University Affiliated Groups: This category includes non-university groups, athletic camps, and private individuals.

### Rental Pricing

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<tr>
<td><strong>Hourly Fee</strong></td>
<td>$50</td>
<td>$175</td>
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<tr>
<td><strong>Daily Fee</strong></td>
<td>$225</td>
<td>$800</td>
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### Additional Information

1. **Insurance Requirements**
   The Licensee (Renter) will provide Recreation and Wellness Services at Kent State University with evidence of General Liability Insurance in an amount not less $1,000,000 single limit against claims for bodily injury, death, and property damage, and will name Kent State University/Recreational and Wellness Services as an Additional Insured and/or Certificate Holder.

2. **Lighting Fee**
   The lighting fee will be assessed on a per-field, per-hour basis. Lights are paid the full hour to turn on then pro-rated after the first hour. Staff at the Allerton Sports Complex will evaluate safety considerations and may activate or leave the lights on as necessary for the safety of participants and spectators.

3. **Custodial Fee**
   The custodial fee covers cleanup, disposal, and paper product expenses associated with facility use. This fee is non-refundable and must be paid at the time of deposit.

4. **Field Maintenance Fee**
   - At the start of each rental, fields will undergo dragging, lining, and setup as per the renter's instructions. Additional field maintenance, including raking, dragging, new chalk lines, or adjustments to base/mound dimensions, can be arranged for an extra fee with a minimum two-week notice prior to the rental date.
   - During the rental period, the Licensee (Renter) has the flexibility to rake, apply new chalk lines, and make adjustments to base/mound dimensions as needed. Rakes, a line applicator, and tape measure are provided at no additional cost. Bags of chalk are available for purchase at a rate of $15 per bag.
   - Each rental will cover the provision of up to 2 bags of drying agent per field per day. If more than 2 bags are required, the Licensee (Renter) may opt to be billed $15 per additional bag.
   - Groups are strictly prohibited from bringing or utilizing their own line chalk and drying agent.
5. **Inclement Weather Policy (Hourly Rentals)**

In the event fields are prepared but games are rained out before they commence, a 50% fee of the Facility Use Agreement will be charged for field preparation. If games are rained out during play, the full fee will be charged for games that were completed and in progress at the time of cancellation. However, there will be no charge for games that were scheduled after the cancellation.

- E.g., 5:45 p.m. game completed, 7:15 p.m. game rained out in 3rd inning (8:00 p.m.), charged for 5:45 p.m. and 7:15 p.m. but not 9:00 p.m. game.
- E.g., 9:30 a.m. game is rained out at 9:15 a.m.; therefore, 50% fee per game will be assessed for 9:30 a.m. game but no fee assessed for 11:15 a.m. game. Fields have already been prepared and staffing is already on site.

6. **Inclement Weather Policy (Daily Rentals)**

Facility Use Agreement fees shall be due in full if fields have been prepared for the day, staff show up to work, and games begin for the day. A **Show Up Fee** (50% of applicable fees) will be charged if the groundskeeping staff or Recreation and Wellness Services staff show up to the facility and games are canceled due to weather or field conditions. A delay to the start of games may be made; however, it shall not exceed two (2) hours. If the delay requires more than two (2) hours to get fields in a safe-playable condition, the games for that day will be canceled and a **Show Up Fee** will be charged. If games for the next day are canceled the night before due to inclement weather, then the Facility Use Agreement Fees will drop from the original agreement number of days to one less.

- E.g., Groundskeepers show up at 5 a.m. to prepare the fields and the games are canceled due to weather or field conditions prior to the 8 a.m. start time. A 50% Show Up Fee will be charged to the Rental Group.
- E.g., Groundskeepers prepare the fields, and the games begin play and are canceled at any time during the remainder of the day due to weather or field conditions. The full Facility Use Agreement Fee will be charged to the Rental Group.
- E.g., Two (2) day rental canceled Saturday night for Sunday games then the Facility Use Agreement will be revised to a one (1) day rental.

7. **Cancellation Policy (Non-Weather Related)**

Decisions to make refunds will be at the sole discretion of Recreation and Wellness Services. Refunding deposits will only be considered if a fourteen (14) day notice is given prior to the start of the event. Reducing a two (2) day rental to a one (1) day rental after the contract has been signed does not reduce the rental amount due. All rental groups will be charged the amount denoted in the contract signed.

8. **Unusual Wear & Property Damage Fees**

The Licensee (Renter) listed on the Facility Use Agreement bears ultimate responsibility for the conduct of all individuals affiliated with the rental. Recreation and Wellness Services retains the authority to levy charges or initiate legal proceedings against the Licensee accountable for any abnormal wear and damage to Kent State University property.

9. **Vendor Fee**

Recreation and Wellness Services mandates that vendors or tournament representatives selling items on University Property must obtain a license to do so.
• The Licensee (Renter) wishing to sell tournament or league-related t-shirts must pay a $25 licensing fee.
• The Licensee (Renter) permitting businesses to sell items unrelated to tournaments on university property must pay a daily fee of $50 for such rights.
• Recreation and Wellness Services retains the discretion to deny permission for vendors and/or Licensee’s to sell items on university property.
• Alcoholic beverages are strictly prohibited from being sold, possessed, or consumed on Kent State University property.
• Rental groups are not granted concession rights; Recreation and Wellness Services retains exclusive rights to sell concessions during rental events.

10. Other Fees (Gate Receipts)
   The Licensee (Renter) listed on the Facility Use Agreement may charge a spectator or admission fee to the event/tournament, without payment of fees to Recreation and Wellness Services. Employees of Recreation and Wellness Services shall not be charged admission to the Allerton Sports Complex.
   • The Licensee must ensure that the gate does not obstruct the pathway of emergency vehicles and/or RecWell groundskeeping vehicles.
   • The Licensee must set a fair and reasonable admission fee.
   • The Licensee is accountable for the maintenance of the gate area; Recreation and Wellness Services staff will not be held responsible for its upkeep.

Risk Management & Safety
Recreation and Wellness Services manages, schedules, and maintains the Allerton Sports Complex. To prioritize the health and safety of all participants, spectators, staff, and facilities during events, the following procedures have been established.

1. Inclement Weather – conditions which would pose significant risk to participants, spectators, staff, or the physical facilities. Recreation and Wellness Services staff members will make appropriate determinations whether events will continue, be suspended, or cancelled.
   a. Tornado – sirens will indicate when conditions are favorable for tornados, events will be stopped, and participants advised to seek appropriate tornado shelters.
   b. Rain or Water – conditions which are favorable and could lead to ineffective play, injuries, or facility damage through usage.
   c. Snow/Ice – conditions which are favorable and could lead to ineffective play, injuries, and facility damage through usage.
   d. Lightning & Thunder – conditions which are favorable for severe injury or death, events will be stopped, and participants advised to seek appropriate shelter.

2. Injuries - basic first aid may be provided by the Recreation and Wellness Services staff members; however, staff can recommend that a participant seek advanced medical treatment.
   a. Non-Life Threatening – injuries to include but not limited to bruises, cuts, abrasions, dislocations, broken bones, torn soft tissues, etc.
   b. Life Threatening – injuries where there is a possible risk of significant permanent injury or even death if advanced medical treatment is not immediately received.
3. **Unsafe Field Conditions** – If conditions arise that could pose a significant risk of injury to participants or further damage to the facility or playing areas, events (whether scheduled or unscheduled) may be delayed, postponed, or cancelled until field conditions have improved or been satisfactorily repaired. This measure is taken to ensure safe participation and minimize additional damage to the facility or playing areas.

4. **Playable vs. Unplayable Field Conditions** – Unplayable field conditions encompass (but are not limited to) fields exhibiting standing water, inadequate drainage after winter thaw or rain, spongy or squishy surfaces, sinking into the ground upon stepping, excessive evening dew, excessively dry conditions resulting in dust, and any other natural or man-made hazard posing injury risk or causing irreparable damage to the fields.

5. **Lightning & Thunder** - Lightning poses a significant threat to safety. Recreation and Wellness Services has implemented a lightning policy to reduce the risk of injury to Kent State University students, athletes, coaches, support staff, and spectators. Our staff employs both the Flash-Bang method and a web-based weather monitoring system to track lightning activity. The following guidelines must be followed if lightning and thunder is anticipated in the area:

   a. If inclement weather is forecasted for the area or sighted in the area, the Recreation and Wellness Services staff member will get a lightning update via the internet. Internet sites are as follows:
      
      - [http://www.weather.com/](http://www.weather.com/)

   b. If the website system does not provide an indication of whether lightning is present, use the countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equal how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles. As a minimum, the NCAA, and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles.

   c. If lightning is in the immediate area, the RecWell staff member will notify the officials and/or teams as to the status of the inclement weather and of the need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3–8-mile range or 30 minutes from the last sight of lightning.

   d. Safe structures include enclosed buildings, fully enclosed vehicles with windows up. Unsafe structures include convertible vehicles, golf carts, open fields, dugouts, metal objects (bleachers, near fences or light poles).

      Note: Sports with metal equipment, such as baseball and softball bats should be immediately dropped to the ground or metal cleats removed.
6. **Announcement of Suspension of Activity**: Once it is determined that there is danger of a lightning strike, the RecWell staff member will notify the official and teams (via audible air horn or whistle).

7. **Evacuation of the playing field**: Immediately following the announcement of suspension of activity all athletes, coaches, officials, and support personnel are to evacuate to an enclosed grounded structure (vehicles).

8. **Resumption of Activity**: Activity may resume once the RecWell staff member on duty gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash Bang-Method.

**Important Phone Numbers**

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<tbody>
<tr>
<td>Kent State Police Services (non-emergency)</td>
<td>(330) 672-2212</td>
</tr>
<tr>
<td>Kent City Fire/Rescue (non-emergency)</td>
<td>(330) 673-8881</td>
</tr>
<tr>
<td>Kent State Parking Services</td>
<td>(330) 672-4432</td>
</tr>
</tbody>
</table>

*Recreation and Wellness Services reserves the right to modify any policy or procedure within this document to ensure safe and orderly usage of the fields.*