

Branham Hills Girls Softball  
Board of Trustees Meeting  
April 2<sup>nd</sup>, 2009  
Call to order 8:25 p.m.

Attendees;

**League Board:** Joe Forney, Derek Bowers, Lisa Mandy, Butch Coyne

**Seasonal Board:** Dave Millet, Dale Grogan, Joe McKinney

**Guests:** None

Minutes from the March Meeting (Dated 03/04/09): were approved via email last month and posted to the website. Ref: Dave Millet motioned to approve. Lisa Mandy second the motion. Minutes were approved.

Presidents Report – Joe Forney

- Locks are complete for the newly installed BBQ propane tank cage per the School District's request.

Vice Presidents Report – Butch Coyne

- Butch had exchange of information and email conversations with the School District regarding some minor issues including the field use for the Kryptonite. See attached email and field use agreement at the end of these minutes for details. BHGS will take care of these issues ASAP. Butch will notify the District as completed and clarify the Kryptonite's role as part of the BHGS travel program.

Treasurer's Report – Lisa Mandy

- Opening Day & Hit A Thon numbers almost finalized (as donations are still trickling in)
- Lisa needs old QB software version to convert data-file to new version. Joe will assist with old copy.
- Lisa needs back-up data (game summary sheets) for umpire payments—spreadsheet not sufficient
- Lisa needs locking cash bags for daily s/s receipts. Lisa will ask Wells Fargo for donation of bags.

Player Agent's Report – Tammy Klauser

- N/A

Secretary's Report – Derek Bowers

- See New/Old Business below

Umpire in Chief – Steve Handell

- N/A

Fundraising/Uniforms – Kelly Dierkes

- N/A

Safety Director/Equipment– Dave Millet

- Dave will email teams and issue more chin straps as needed so all helmets have straps
- Dave cleaned equipment storage room (again) and will email team staff to request that teams keep it clean and organized.

Clinics & Coach Certifications– Derek Bowers

- All team staff members are now ACE certified as of the end of March.

6U Division Representative –

- N/A

8U Division Representative –

- N/A

10U Division Representative – Dale Grogan

- Dale had a rules meeting with the 10u coaches last Tuesday, 3/31.

12U Division Representative – Joe McKinney

- Joe has had comments from one 12u coach that their team has trouble with attendance for practices and games.

Old Business:

- Website Update: Website has been up & running for almost a month. Need to establish posting rules before opening up edits to team staff. \$285 cost for dedicated Kryptonite site was approved by Board via email. Derek to place order and begin set up with TST.
- District Concerns / requests (from Butch to Joe to report)
  - o See VP report above and email(s) text at the end of these minutes.

New Business:

- Bagby Classic: West Valley Slammers want to co-host a tournament and use our fields on June 19-21. The board discussed and it's not logistically practical as we have limited BHGS staff available during that weekend. BHGS has no field use on Sundays either per District. Derek will respond to WV's request.
- Board Election and Process
  - o Elections held in May and announced at closing ceremonies.
  - o Need to form a committee of 3 people to run elections
    - Not current board members
    - Not family members of current board members
    - Not running for a board position
- Thunder Travel Ball process
  - o Butch will prepare the coach/manager/assistant application form
  - o Joe will email the form and Derek will post it on the website
  - o We will schedule a separate Board meeting to select/approve coaches after the April 15 application deadline. (most likely early in the week of April 20<sup>th</sup>)

Next meeting Date:

Special Thunder coach selection/approval meeting during the week of April 20

The next regular meeting is scheduled for Thursday, May 7, at 7:30 PM.

Adjournment: 9:34 p.m.

**Attachment: Correspondence with the District (see the following pages)**

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Welcome, bkcoyne@att.net

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Home Inbox 268 mK Katie Coyr RE: BHGS Fwd: RE: BHG BHGS Signage at Al Mobile | Options

Search Mail... Go

Delete Reply Forward Spam Move Print More Actions

Who's Searching 4 You? FIND OUT

Signage at Alta Vista  
"Allen, Mary" <a.bonm@unimad.org> Add  
To: bkcoyne@att.net

Standard Header  
Monday, March 30, 2009 10:37:54 AM

- Inbox (101)
- Drafts (1)
- Sent
- Spam (16) Empty
- Trash Empty
- Contacts Add
- 2 Online
- Sydney 12:08 McK
- TERESA COYNE

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- My Folders Add
- JA (1)
- RAFT
- SCU
- softball (2)

Butch, I am emailing you about a sign that has been posted on the "A" field at Alta Vista School. Union School District's Facility/Field Use Manual clearly states on Page 7, Section XIII, Item a: "Permanent signs by facility users on District property are not permitted. The user may put up temporary signs or banners during the hours of use." The sign that has recently been put up on the "A" field has been clearly installed in a "permanent" manner and must be removed immediately.

Please note that Union School District and Branham Hills Girls Softball has always maintained good communication and a good relationship over the years, as you are always responsive to issues that arise between the school and the community. I am confident that you will be able to take care of this issue right away. Please let me know if you have any questions, and thank you for your help as always.

Mary Ann Allen  
Supervisor, Maintenance & Operations  
Union School District  
5175 Union Avenue  
San Jose, CA 95124  
Tel: 408-377-8010, ext. 4215  
Fax: 408-377-8607

*"Everybody wants to live at the top of the mountain without realizing that true happiness lies in the way we climb the slope."  
Larry W. Bailey*

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cure arthritis with a rash!

Too Schools for Online Degrees

TODAY: 4/2 No events. Click the plus sign to add an event.

176

**From:** "Allen, Mary" <allenm@unionsd.org>  
**To:** "Butch Coyne" <BCoyne@scu.edu>  
**Date:** 3/30/2009 2:58 PM  
**Subject:** RE: BHGS

Butch, Thanks so much for this comprehensive and clear response to the issues we discussed. I will look forward to hearing from you after the meeting.  
Mary

-----Original Message-----

From: Butch Coyne [mailto:BCoyne@scu.edu]  
Sent: Monday, March 30, 2009 12:04 PM  
To: Allen, Mary  
Cc: bkcoyne@att.net  
Subject: BHGS

Mary,

Thank you for taking time to speak with me this morning concerning several issues with Branham Hills Girls softball. As always we appreciate you help and support. We work hard to keep the lines of communications open in order to strengthen our relationship. Thank you for all your help. Below are the items we discussed.

1. Sprinklers:

- During the off-season the sprinkler hose bib on field A was damaged. Currently, it is not leaking, but does not operate, so we are unable to water down A field before the games. Jose will repair the system. We will not use the cart to drag the fields until the sprinkler is fixed. This will minimize the dust.
- Jose stated that the sprinkler heads behind the pitcher mounds on all four fields are filled with sand and dirt, which prevents them from rotating. BHGS will be installing 6" sprinkler irrigation boxes for those sprinklers. Once installed this week, Jose will perform maintenance on the sprinklers to get them into good work order.

2. Fire hazard:

- BHGS will permanently eliminate all BBQ's and propane stored in the snack shack per the fire marshals request from last summer. We inadvertently stored them in the snack shack at the start of the season. BHGS has a locked, portable industrial wire cage designed to hold the BBQ tanks, which will be placed behind the snack shack inside the locked gate. The BBQ grills will be stored there also.

3. Signs:

- BHGS has installed a permanent sign on Field A (Forney field sign) in violation of the Union school district facility use rules. The sign along with the banner which has been on the A field fence since last spring will be removed. We understand that temporary banners may be posted, but must be removed by the end of the season.

4. California Kryptonite

As we discussed the California Kryptonite program is listed on our website. It is not a part of the summer/fall BHGS Thunder B/C program. The Thunder program is BHGS summer/fall competitive program, which 95% of the player and coaches do come from BHGS and the Union school district. The Thunder program

falls under all the guidelines, policies, procedures, board and insurance requirements set by the district. Most of the Thunder players in the 8U, 10U and 12U do return to the BHGS recreational program the following season.

The Kryptonite are classified as an A ball team. A highly competitive team geared to those players who would like to play at the highest level of softball year-around. In order to find that caliber of player, the Kryptonite will recruit from the entire Bay Area. Player will not necessarily be from BHGS Thunder or BHGS high school program, but it is our hope that a few of the girls that have been affiliated with the league will make the team. It is understood that there may be an issue with the Kryptonite being an "umbrella" organization since they do not carry the BHGS name and will mainly use players from outside the district. As noted, a few years ago BHGS conducted Cutting Edge Softball summer softball under the "BHGS umbrella", the district felt this was not a BHGS program and required Cutting Edge to work directly with the district as an independent organization.

I will obtain more information on the arrangement with the Kryptonite.

Finally, I understand that BHGS could be fined up to \$100 per violation and could have our permit revoked. I will address all these issues at our next board meeting on April 2, and will report back to you after the meeting.

Thank you.

Butch Coyne  
Director, Center of Performing Arts  
Santa Clara University

408. 554.4073  
[www.scu.edu/cpa](http://www.scu.edu/cpa)

Union School District  
5175 Union Avenue  
San Jose, CA 95124-5434  
408/377-8010

## Facility Use Manual

### TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	MANUAL AND CONSEQUENCES	1
III.	USER CATEGORIES AND FEE STRUCTURE	2
IV.	CONDUCT OF FACILITY/FIELD USERS, ATTENDEES AND GUESTS	3
V.	LIABILITY AND INSURANCE	3
VI.	UNLAWFUL USE OF FACILITIES	4
VII.	ACCESS TO FACILITIES	4
VIII.	PRIORITIES FOR USEAGE	5
IX.	APPLICATION PROCEDURES SPECIFICALLY FOR FACILITY USE	5
X.	STUDENT ENRICHMENT CLASSES	6
XI.	SPECIAL RULES FOR USE OF GYMNASIUMS	6
XII.	APPLICATION PROCEDURES FOR FIELD USAGE	6
XIII.	SIGNS FOR FIELD USE	7
XIV.	RAIN DAYS/WET FIELDS	7
XV.	IMPROVEMENTS AND UPKEEP ON FIELDS BY FACILITY USERS	7
Appendix	FACILITIES AVAILABLE AND FEE SCHEDULE	8

#### I. INTRODUCTION

Union School District is a public entity whose mission is to provide the best education possible to the children of our community located in the San Jose and Los Gatos foothills. Our facilities are primarily used for that purpose Monday through Friday during the school year from early morning until the afternoon. Our community provides many activities outside of school hours for our youth, which require rooms and playing fields. After school and on Saturdays the facilities are available for user groups with prior written approval, proof of insurance and subject to fees. This manual is designed to lead user groups through the application process as well as clarify the District's expectations of groups who are permitted to use our facilities.

#### II. MANUAL AND CONSEQUENCES

It is required of each user to read this manual and understand the District's expectations for facility use. User groups must have a current, approved application in order to use the District fields or facilities. If you are the representative of a user group, it is your responsibility to inform your participants of the contents of this manual. The District expects everyone to abide by the rules and regulations contained in this manual. If you or a member of your group is observed violating the rules or regulations you or your group will be subject to a fine of up to \$100 per offense and revocation of your use permit.

III. USER CATEGORIES AND FEE STRUCTURE

a. The chart below defines the user categories and the fees that will be charged for the use of a District facility. The Appendix lists current fees, which may be updated annually based on District's costs.

<b>Definition of User Groups and Fee Structure</b>			
<b>User Category</b>	<b>Type of Groups</b>	<b>Examples</b>	<b>Type of Fees</b>
A	District Affiliated or Government Departments	<ul style="list-style-type: none"> <li>✓ Home &amp; School Clubs</li> <li>✓ School Site Councils</li> <li>✓ Art Vistas</li> <li>✓ Registrar of Voters, Santa Clara County</li> </ul>	No Charge
B	Youth Groups or Activities or Not-For-Profit Student Enrichment Classes	<ul style="list-style-type: none"> <li>✓ Youth Sports</li> <li>✓ Scouting Groups</li> <li>✓ Non-Profit Classes in Band, Choir, Academic Chess, Junior Jazzercise, Drama, Foreign Language, etc.</li> </ul>	Direct Costs
C	Adult, For-Profit or Religious Groups	<ul style="list-style-type: none"> <li>✓ For-Profit Education Programs</li> <li>✓ University Programs</li> <li>✓ Private Groups</li> <li>✓ Adult Jazzercise</li> <li>✓ Religious Services</li> </ul>	Fair Rental Value
<b>Other Related Services and Fees:</b>			
<b>Service</b>	<b>Description</b>	<b>User Categories That May Need Services</b>	
Application Process	Processing fee to be paid at time of application (non-refundable)	B or C	
Custodial Assistance	For opening and closing a facility if no custodian is on duty (2-hour minimum each call out)	A, B or C	
Food Service Assistance	Any use of the kitchen or its equipment requires a food service worker to be present (2-hour minimum)	A No kitchen use by B or C	

- b. The Direct Costs to the District for the use of school facilities or grounds means those costs for supplies, utilities, custodial services, services of any other District employees, and salaries paid school district employees necessitated by the organization's use of the District school facilities and grounds.
- c. The Fair Rental Value means the direct costs to the District, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.
- d. The District will not accept work or services in lieu of fees.

**IV. CONDUCT OF FACILITY/FIELD USERS, ATTENDEES AND GUESTS**

- a. When a facility use activity will not begin immediately after classes are dismissed for the day, children must not be left unsupervised waiting for the activity/class to begin. Staff is not available to supervise children after the close of the school day.
- b. We have high expectations for the conduct of users of District facilities. This includes students, coaches, parents, guests, by-standers and anyone else in attendance at a facility use event. If these expectations are not met the group associated with the poor conduct of an individual or group will have their facility use permit revoked. It is incumbent upon each group to supervise themselves and not allow inappropriate behavior. The following are examples of behavior that will not be tolerated by the District:
  - i. Poor sportsmanship
  - ii. Profanity
  - iii. Fighting (verbal or physical)
  - iv. Abuse (verbal or physical)
  - v. Inappropriate behavior toward children, referees or coaches
  - vi. Harassment or sexual misconduct
  - vii. Gambling
  - viii. Tobacco, alcohol and drugs are strictly prohibited on all school district property including parking lots, fields and buildings and on the sidewalks and boulevards surrounding the District property.
  - ix. Urinating on District or neighbors' properties
  - x. Entering neighbor's property without permission to retrieve a misguided ball. You must contact the neighbor and obtain permission to enter their property or request their help in retrieving your ball.
  - xi. Any such incident should be reported to the Supervisor of Maintenance and Operations as soon as possible. She will investigate and determine whether the permit should be revoked.
- c. No dogs or other animals are permitted on campuses or fields except for guide dogs; or for educational purposes and only with the principal's approval.

**V. LIABILITY AND INSURANCE**

- a. User groups or individuals will be liable for any injuries or damages while using the facilities.
- b. User groups or individuals will insure against their risks and bear the costs of defending themselves against claims arising from those risks.
- c. Prior to the use of a facility, the user must provide a Certificate of Liability Insurance and an Additional Insured Endorsement naming the Union School District as an Additional Insured in the amount of \$1,000,000.
- d. Any loss or damage to District property by the user or guests will be the responsibility of the user and restitution must be made to the District.



- e. Groups that leave fields littered with trash and garbage or rooms not picked up and cleaned will be charged for custodial services and the reimbursement must be paid to the District prior to continued usage of the facilities.
- f. Users will be held responsible for their actions and behavior as well as their attendees and guests.

VI. UNLAWFUL USE OF FACILITIES

Per the Education Code no governing board of a school district shall grant the use of any school property to any individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means.

VII. ACCESS TO FACILITIES

- a. The District works very hard to respect our neighbors' rights and maintain a safe environment. It is important to abide by the following:
  - i. Do not drive or park on the fields or within the campuses even if a gate is open and access appears to be available.
  - ii. Use site parking lot spaces only. If none are available, then use street parking surrounding the site. Observe all applicable parking regulations such as no parking, fire lanes, handicapped designation, loading and unloading, etc. No blocking of entrances or exits or blocking-in of other vehicles. Unlawfully parked cars may be towed at owner's expense.
  - iii. If vehicles must overflow to the street for parking they should first park on the school side of the street not the neighborhood side.
  - iv. Some street parking is posted "No Parking." Obey all posted signs. This also applies to after school and weekend activities.
- b. Use designated sidewalks/paths to access the facilities. Do not climb fences or cut gate locks.
- c. Fields will not be available for games or practices on the following occasions:
  - i. All Sundays and some holidays (i.e. Thanksgiving, Christmas, etc.).
  - ii. If schools are under construction or repair, fields may not be available due to safety issues. This decision will be at the sole discretion of District administration.
- d. Fields are only to be accessed after school and on Saturdays, not during school hours.
- e. The only individuals authorized to use District keys are District employees. Access to a building will be by an administrator or custodian.
  - i. During the week it may be necessary to pay an additional fee for a custodian to perform this task since evening custodial hours are limited and there may not be a custodian on duty.
  - ii. On Saturdays, if there is no staff member involved in the activity, users will be charged a fee for a custodian to provide the services of opening and closing.
  - iii. The key restriction also applies to the following types of keys: gates, irrigation control boxes, utility boxes or utility room keys including heating and air conditioning control boxes; bleacher controls, backstop controls, etc.

### VIII. PRIORITIES FOR USAGE

- a. District programs have priority for facilities at all times even if a facility use application has been approved. In that event the user will be notified as soon as possible of any scheduling conflict.
- b. It is the District's prerogative to take field(s) out of the usual use schedule for necessary rest and rejuvenation.
- c. The District cannot begin to provide all the facilities that are requested especially for athletic fields.
- d. Usage will be for groups that have historically used the sites and determined by the following priority as groups are composed of those participants:
  - i. District students
  - ii. Students residing within the District, grade 12 and under
  - iii. Non-district students, grade 8 and under
  - iv. Non-district students, grade 12 and under
  - v. Adult groupsExceptions may be granted (i.e. use by another District when under construction). The administrator supervising the Maintenance and Operations Department (M&O Dept.) will make the final decisions.
- e. For athletic fields the following guidelines will also be used to determine approval priority. The sport in season will have preference, primarily baseball/softball in Spring/Summer and soccer in Fall/Winter.
- f. In order that all users are treated in a fair and equitable manner the District will not enter into exclusive contracts with user groups. All groups will be required to follow the rules and regulations set out in the Facility Use Manual.
- g. District employees conducting private endeavors must follow the Facility Use Manual.
- h. A Lessee of a closed school site has exclusive use of their site fields until 4:00 p.m. For field use after 4:00 p.m. the Lessee must submit a field use application. It will be considered along with other requests for the fields.

### IX. APPLICATION PROCEDURES FOR MULTIPURPOSE ROOM AND GYM USE

- a. The application process should start at least 4 weeks prior to the use date. One week prior to use, the M&O Dept. must have the required insurance certificate, payment for the use and, if necessary, a custodian or food service worker scheduled. It is the responsibility of the applicant to make sure all requirements have been met. If they are not met one week prior to the event, the application will automatically be denied. The applicant and site will be notified by phone or mail.
- b. A representative of the user group must first contact the desired school site. The secretary checks the site calendar to see if the facility is available then, if the principal tentatively approves the proposed use, the secretary provides the Applicant with an application and Facility Use Manual.
- c. The Applicant returns the completed application to the site with the application fee and the required proof of insurance. If approved, the principal will sign the application and forward the paperwork on to the M&O Dept. Without the principal's signature an application cannot be processed.
- d. The M&O Dept. will review the application and note the fees and expiration date of the usage. The Applicant will be called to notify them of the fees and if anything is missing from the paperwork. An incomplete application will be returned to the applicant and will not be processed until complete.
- e. Once the M&O Supervisor approves the facility use, copies of the application are distributed to the applicant and the school site.

- X. **STUDENT ENRICHMENT CLASSES**
- a. Individuals or groups who offer their expertise to students on such subjects as music, foreign language, chess, choir and drama may use school facilities through the facility use process if space is available.
  - b. All individuals working with or teaching students on the campus must have completed the following prior to any contact with students:
    - i. Fingerprinting and results reviewed by the District
    - ii. Provide required proof of insurance
    - iii. Pay fees
- XI. **SPECIAL RULES FOR USE OF GYMNASIUMS**
- a. No food or drink allowed
  - b. Only soft sole shoes may be worn; no high heels
  - c. No locker room, stage or music room use allowed
  - d. No scoreboard use allowed
  - e. The bleachers will be either opened or closed. Specify preference on the application or it will be assumed that they will be opened.
- XII. **APPLICATION PROCEDURES FOR FIELD USAGE**
- a. The District accepts applications for two seasons each year, Spring/Summer and Fall/Winter. Applications for Spring/Summer baseball/softball (March—August) will be accepted after January 1<sup>st</sup> and for Fall/Winter soccer (September—February) will be accepted after July 1<sup>st</sup>. Applications received prior to these dates will be returned to Applicant. Applications must be submitted to the M&O Dept. at least 4 weeks prior to the first practice with the proposed practice and game schedules. Receipt of required insurance and payment of fees must be completed prior to the date of the first use. It is the responsibility of the applicant to make sure all requirements have been met. If they are not met one week prior to the event, the application will automatically be denied. The applicant will be notified by mail.
  - b. League reps must obtain Facility Use Application(s) and Manual from the M&O Dept., not from the school sites. A separate application is required for each school site requested.
  - c. The Applicant completes the application(s) and returns it to the M&O Dept. with an application fee for each school site requested and the required proof of insurance.
  - d. The M&O Supervisor assigns the fields based on the Priorities for Usage section in this manual. The M&O Supervisor may recommend splitting the fields at a site between more than one user group. After applications are either approved or denied, a signed copy is returned to the applicant.
  - e. Once a league has conducted player signups, the rosters, including the players' home schools, must be delivered to the M&O Dept. The number of players will be used in the calculation of fees. The Applicant will be notified of the fees, which must be paid prior to field(s) use. If current year roster counts are not provided prior to league play, the user group will be billed based on prior year's roster counts.
  - f. All coaches/managers must have a copy of the approved field use application with them at all times while using the fields.
  - g. Each field user group is to contract for delivery, servicing, liability and removal of porta-potties at the fields they use. The number of participants and potential guests should determine the number of porta-potties. Porta-potties must be in place prior to the first practice of the season and be serviced at least once each

week. Servicing needs to be done after school hours. Consult with M&O Dept. for placement, accessibility and approval of delivery and servicing schedules.

- h. **Fields are not to be used on Sundays.** If members of a league use a field for any reason on a Sunday the league will be fined \$100 per field use and will be subject to revocation of their permit.

### XIII. SIGNS FOR FIELD USE

- a. Permanent signs by facility users on District property are not permitted. The user may put up temporary signs or banners during the hours of use.
- b. Advertising or sponsor signs will not be allowed.
- c. Temporary, lightweight signs can be displayed on a school exterior fence with the approval of the principal.
- d. Marquee signs that were authorized in the past will be grandfathered in.

### XIV. RAIN DAYS/WET FIELDS

- a. There will be no play on a field if conditions of the sod are such that a footprint leaves an impression in the turf or if the sod is removed easily with a cleat. This is considered a wet field.
- b. If you have any questions on playability call the M&O Dept. for permission to play.
- c. Either the District will repair damage caused by unauthorized play on a wet field and the group will reimburse the District for its costs or the District may direct the group to make the required repairs.

### XV. IMPROVEMENTS AND UPKEEP ON FIELDS BY FACILITY USERS

- a. The field user group is expected to line their own fields. This is only authorized when school is not in session. The user is required to submit a drawing of the proposed line placements to the principal for approval. The user must obtain the principal's approval on the drawing at least 2 weeks prior to line application. Marking chalk is restricted to gypsum or dole mark. Diesel fuel or roundup type products are absolutely prohibited.
- b. A user group may use District soccer goals. Any additional goals will be portable, provided by the group, and have the principal's prior approval. A principal may deny the request. During the season when goals are not in use they must be chained to a fence. During the off-season the portable goals must be removed from the field.
- c. Many facility users work to improve the sites they use. We want to continue to encourage that partnership. Prior to beginning any improvement a written plan must be submitted to the Supervisor of the M&O Dept. for consideration. The Supervisor will evaluate the work, approve or disapprove, and return a signed copy to the group.
- d. In the past some structures have been built on the fields such as dugouts, backstops and snack shacks. Many of these structures were built without permits or Department of the State Architect (DSA) approval. In order to protect those who use these structures, the organizations who built them and the District, it is mandatory that the structures be approved by the State or dismantled. The District will be working with groups to accomplish this task. The District will not approve additional building of snack shacks or moving storage containers onto the fields.