

## Gate Procedures:

There are 2 gates that provide access to the athletic fields at Governor Livingston High School. The gate at the top of the hill (North Gate) will remain locked at all times. The high school principal, the athletic director, the supervisor of buildings and grounds, the groundskeeper and the head custodian will have keys to the gate. Additionally, the Berkeley Heights and Mountainside Emergency personnel will have keys to the gate. This gate will be opened only for the following reason:

1. Delivery/Maintenance Vehicles to gain access to the facility. The gate will be unlocked by the Facilities Department (908) 464-3100 ext. 2588.
2. Handicapped spectators to athletic events. The gate will be opened for a guest requiring transportation to the field via a car. The requirements will be that the guest calls the Athletic Department (908) 464-3100 ext. 2545 between the hours of 10:00am to 3:00pm at least 24 hours prior to the athletic competition. The car will receive a dash permit to travel to the field. On the back of the permit- the location to park the car will be listed.
3. The Highlander Booster Club will be permitted to transport refreshments and sportswear to the field for fundraising efforts. It will be highly suggested that they drive the car back to the lot and walk back to the competition. In the event of the booster club members needing to keep their car at the field for the event, they will need to apply for a dash permit for the parking. Applications for dash permits can be found in the Athletic Office.
4. Coaching Staff members that are required to transport equipment and other needs to the facility.
5. The officials for the baseball games only (because of the required protective gear) will be permitted to drive to the field. Each official will be emailed the safety concerns while driving on the black top path and the location to park their car for the game. They also will be sent a dash permit for the game.
6. In the event of inclement weather or pending storm, the opponent's bus will be permitted to travel to the field site. The bus will be a safe haven for the student athletes in the event of inclement weather.
7. In the event of an injury, a parent will be permitted to drive to the field to assist with the transportation of the student athlete.
8. The high school principal, athletic director, buildings and grounds supervisor, maintenance staff, central office administrators and emergency personnel will be permitted to drive to a vehicle to field sites for various inspections and work related incidents as required.

It is suggested that the gate be locked with a universal locking system for the use of the Rescue Squad and other emergency vehicles.