

FACILITIES USE RULES---GYM AND CAFETERIA

GYM

- 1. No food or drink allowed in the gym. Water is allowed.**
- 2. No one is allowed to climb on or use the equipment in the gym unless permission to use that specific equipment is granted in the Facilities Use Form.**
- 3. No children allowed in the gym without adult supervision.**
- 4. If basketball rims are lowered then they needed to be raised back up by the group that lowered them.**
- 5. Only non-marking shoes can be worn for activities in the gym.**
- 6. No cleats of any kind are allowed in the gym.**
- 7. Unless a custodian is being paid to be on duty, all clean up is the sole responsibility of the group using the gym. This includes gym lobby and restrooms. Responsibilities are picking any trash, sweeping the gym floor, and checking the restrooms.**
- 8. It is the responsibility of the key holder to make sure all doors are locked and the alarm is set.**
- 9. THIS IS EXTREMELY IMPORTANT FOR THE SAFETY AND SECURITY of this building. The building CANNOT be left unlocked and unattended. If, as in the case of boosters programs, the next coach has not arrived for a practice/game before the previous coach needs to leave, then the leaving coach needs to LOCK the door.**
- 10. Do not trig the entrance/exit doors open. Unlock the crash bar. Be sure to lock the crash bar when leaving.**
- 11. Any keys given for a program need to be returned to the main office when the program has finished for the season/day.**
- 12. It is recommended that coaches appoint a team parent to help them monitor proper use and respect of these facilities.**
- 13. All drills with gym equipment must be done inside the gym. The halls and lobby cannot be used for ball drills, etc.**
- 14. Children not participating in practice/activity should be under adult supervision at all times.**
- 15. Please be respectful and do not enter the gym until your designated time. This means even if the gym is empty. Our after school programs finish up their activities in the gym from elsewhere in the building.**
- 16. All changes in scheduled time approved in the Facilities Use Form must be approved by the main office.**
- 17. Do not leave children at practice/activity until the adult in charge is present.**
- 18. We do not unlock the doors until 15 minutes before the practice/activity is scheduled to begin.**
- 19. Smoking is prohibited in public schools and on school grounds.**

CAFETERIA

- 1. For your safety, only custodians can put tables and benches up and down. Please ask for assistance. We will gladly do this.**
- 2. Do not put tape on the floor.**
- 3. No balls or gym equipment are allowed in the cafeteria.**
- 4. Do not allow children to climb and walk on cafeteria tables.**
- 5. Unless permission has been granted by Food Services, access to the kitchen is not allowed.**
- 6. Children are not allowed in the cafeteria without adult supervision.**
- 7. Unless a custodian is being paid to be on duty, all clean up is the sole responsibility of the group using the cafeteria. This includes gym lobby and restrooms. Responsibilities include picking up trash, sweeping cafeteria floor, and checking restrooms.**
- 8. It is the responsibility of the keyholder to be sure all doors are locked and the alarm is set.**
- 9. THIS IS EXTREMELY IMPORTANT FOR THE SAFETY AND SECURITY of this building. The building CANNOT be left unlocked and unattended. If, as in the case of boosters programs, the next coach has not arrived for the next practice/game before the previous coach needs to leave, then the leaving coach needs to LOCK the door.**
- 10. Do not trig the entrance/exit door open. Unlock the crash bar. Be sure to lock the crash bar when leaving.**
- 11. Any keys given to a program need to be returned to the main office when the program has finished for the season/day.**
- 12. It is recommended that coaches appoint a team parent to help monitor proper use and respect of these facilities.**
- 13. All drills need to be done in the cafeteria. No drills can be done in the halls.**
- 14. Please return mats to gym if used.**
- 15. Please be respectful and do not enter the cafeteria until your designated time.**
- 16. Do not leave children at practice/activity until the adult in charge is present.**
- 17. We do not unlock doors until 15 minutes before your practice/activity is scheduled to begin.**
- 18. Smoking is prohibited in public schools and on school grounds.**