

Saint Ann School Gym Usage Policy

Our Gym space is available for use by all Saint Ann parish members. In order to make the use of this facility available to all, certain guidelines must be adhered to.

Rules governing use of the Facilities

- 1- Prior approval for facility use must be obtained. Please contact the school office to schedule all events.
- 2- Each group must be supervised by a coach or approved chaperone.
- 3- Team members are to be met at the door and chaperoned to the gym. No students should be allowed to wonder the building without a chaperone.
- 4- The facility must be kept in an orderly and tidy manner. Any equipment used must be returned to its original place. All trash must be emptied and carried to the dumpster, unless prior arrangements have been made.
- 5- The gym should always be restored to its original arrangement as shown in the attached diagram unless prior arrangements are made.
- 6- Each group is responsible for securing the building after its use or during its use, if the building is left unattended for any reason.
- 7- Any damage to the gym must be reported to the main office immediately. Damage reports will be distributed to each coach or chaperone. Reports should be made out at the time of the incident and left at main office before leaving the building.
- 8- No food of any kind in the gym.
- 9- Water bottles are only allowed on the sidelines. No other drinks of any kind in the gym.
- 10- Please close windows when finished.
- 11- All gym equipment is to be used in accordance with safety standards. Mats should be used under all equipment at all times. (i.e. Mats under balance beam, etc.)
- 12- Bleachers should be in the upright position with seats facing out when not in use.
- 13- Chairs are stored under the stage in the closets. All chairs should be returned to closets when not in use. It is the responsibility of the group using the chairs to store them properly or notify the office of break-down needs.
- 14- The stage is to be used only for activities that require the stage. It is not an overflow space for athletic activities.
- 15- In no case may the maximum occupancy for the gym be exceeded.

Thank you for adhering to these guidelines. With care and effort our gym will be a safe and clean place for all Saint Ann parishioners to enjoy.

8/21/02