

St. Agnes Catholic School Gymnasium Use Policy

(Addendum to St. Agnes Catholic School Athletic Handbook)

ELIGIBILITY

The primary use of the St. Agnes Catholic School gymnasium is for the educational instruction of St. Agnes Catholic School students, St. Agnes Catholic School-sponsored athletics and St. Agnes Parish functions. However, school families and parishioners may request to use the gym for nonparish/school-sponsored athletic activity only if the event or activity does not interfere with a school, school-sponsored, or parish function, and is consistent with the mission of St. Agnes Parish and St. Agnes Catholic School; provided, however, all such uses are subject to prior written approval by the St. Agnes School Athletic Director and Principal.

A St. Agnes adult school parent/guardian or parishioner may request a team's use of the school's gymnasium. The sponsoring parent(s) or parishioner(s) will be responsible for each use of the gymnasium and must sign out the key before each use and return the key to the school office immediately after use.

This policy does not permit the use of the gym for any commercial, professional, or political activity. Nor may the gym be used for any activity that is not consistent with the Mission of the Catholic Church, the Diocese of Springfield, St. Agnes Parish and St. Agnes Catholic School. Approval of gym use to an organization is at the sole discretion of the school Principal. Likewise, use of any off-school premises facility by any St. Agnes Catholic School-sponsored athletics for practices is at the sole discretion of and requires prior approval of the school Principal and the Athletic Director.

POLICY

Priority of gym use will be given to St. Agnes Parish and St. Agnes Catholic School teams and organizations. In the event of a conflict with an organization's scheduled use, gym time use may be changed and the organization will be notified.

Use of outdoor sports balls such as those used in lacrosse, field hockey, baseball, and softballs are prohibited in the gym.

A parishioner may request the use of the gymnasium by contacting the school office directly and completing a Gym Use Agreement. The gymnasium will only be used out for an athletic activity or event. As part of the form and approval process, the requesting school parent/guardian or parishioner must submit, not less than fourteen (14) calendar days before the first proposed use of the gym, the following:

- the proposed date(s);
- the purpose or nature of the activity, and
- the specific St. Agnes parent or guardian who is responsible for the event,
- A completed Gym Use Agreement

A St. Agnes adult school family parent/guardian or parishioner must assume responsibility for opening the gym, for clean up, and for locking the building after verifying that all participants and spectators have left the gymnasium.

As with any other private use of a school facility, any scheduled use is subject to cancellation if the gym is needed for a parish/school sponsored activity or event.

CLEANING/KEY/DAMAGE

In the event that the gym is not left in the order in which it was turned over to the school parent or guardian or parishioner, then a cleaning fee of \$50 will be charged to the responsible school parent or guardian or parishioner for each offense. In the event the gym key is lost or misplaced, then a fee of \$50 will be charged to the responsible school parent or guardian or parishioner for each offense.

Additionally, any damage done during the period of the responsible school parent or guardian or parishioner usage will be the financial responsibility of that due from the responsible school parent or guardian or parishioner to correct said damage.

SPORTS EQUIPMENT USE

The intended use of any sports equipment (e.g. volleyball nets) subject to prior approval by the Athletic Director and Principal.

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GYM USE FORM AGREEMENT

The primary use of the St. Agnes Catholic School gymnasium is for the educational instruction of St. Agnes Catholic School students, St. Agnes Catholic School-sponsored athletics and St. Agnes Parish functions. However, school families and parishioners may request to use the gym for nonparish/school-sponsored athletic activity only if the event or activity does not interfere with a school, school-sponsored, or parish function, and is consistent with the mission of St. Agnes Parish and St. Agnes Catholic School; provided, however, all such uses are subject to prior written approval by the St. Agnes School Athletic Director and Principal.

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Rules

Christian conduct is to be displayed at all times.

No beverages permitted in the gym.

No food on the playing floor.

Athletic shoes with non-marking soles are required for athletic participation. They cannot be street shoes.

No dunking or hanging on rims.

All equipment is to be properly cared for and returned.

Lights are to be used and turned off when finished with the activity.

All doors are to be properly locked upon leaving the building.

Adult supervision by the coach(es) required of activities.

Promptly report any damage in writing.

No smoking.

You must have your permission slip with you while using the facility.

Unauthorized use of exercise equipment on stage is prohibited.

Gym doors are never to be left open or propped for any reason.

As the supervising adult, I hereby agree to enforce the rules. I further agree to be financially responsible for any damage or liability, which occurs during the group's use. I agree to return keys obtained directly following use.

Supervising Adult _____ Address _____

Phone: _____ Date(s) Requested _____

Time Beginning: _____ Time Ending: _____

Intended Use: _____ Approximate Number of People _____

I am a: _____ St. Agnes School Parent/Guardian _____ St. Agnes Parishioner

Donation Received: Y N \$ _____

Authorized Signature _____

Print Name _____

Date Signed & Submitted: _____

For Completion by St. Agnes School:

Date Received: _____ Date Approved: _____