

Gym Use Policy

(revised 12/5/2012)

The gymnasium at Our Lady of Lourdes is a valuable resource for the parish. Parishioners are free to use the gym for parish and school events. Gym use is a popular attraction and without strict attention to the care of the facility maintenance can quickly become cost prohibitive. To that end, this policy was developed to what is to be considered legitimate use of the gym.

General Use Guidelines

The Gym Manager in conjunction with the rectory has the authority to grant access to anyone wishing to use the gym and is not necessarily bound by these guidelines. As a general rule of thumb parishioners can have access to use the gym so long as at least 33% of the people participating are members in good standing of the parish, attend the school or participate on a CYC team that is sponsored by Our Lady of Lourdes. An individual's failure to appropriately care for the facility, unruly behavior or providing access for unapproved use is grounds for discontinuing an individual's access.

Assignment of Priorities

The Gym Manager in conjunction with the rectory will have the sole authority to decide which groups have priority when scheduling the gym. When two or more parties request access to the gym the Gym Manager and rectory will use the following guidelines to help establish priority:

1. Use for a large scale school or parish function.
2. Use by an Our Lady of Lourdes CYC sports team or CYC team with Our Lady of Lourdes students assigned to the team in season.
3. Use by an Our Lady of Lourdes student organization.
4. Use by an Our Lady of Lourdes CYC sports team out of their CYC season.
5. General use by parishioners for a parish related function.
6. General use by parishioners.

Gym Use Procedures

In support of the Gym Use Policy the following procedures shall be followed:

Possession of Keys

Keys will be given to any individual who in the determination of the Gym Manager or the rectory have the need for access to the gym. Prior to the start of each school year the list of keyholders will be reevaluated to ensure that only those who truly need a key will have one. In order to obtain a key the holder must sign a form acknowledging that they have read and understand the procedure to close the gym. Repeated failure to follow these procedures is grounds for reclaiming their key.

In the event that a keyholder opens the gym for another user or must leave prior to the closing of the gym, the keyholder will still be held accountable to ensure that they gym was closed properly.

Scheduling the Gym

To schedule a block of time in the gym a person must submit an email to gym@ucitylourdes.org stating what time they would like, what organization is requesting the time, what they intend to use it for and who will unlock it for them. Verbal requests are not allowed. Use will not be permitted until approved by either the Gym Manager or the rectory (rectory@ucitylourdes.org) and the master schedule has been updated.

Scheduled gym time does not guarantee the time allocated. If there is a subsequent conflict with a higher priority ranking organization, you are subject to re-scheduling. Every effort will be made to accommodate all parties involved but, in cases where a resolution is not possible, the gym will be assigned based on the priority ranking, not on who was scheduled first.

For non-School and non- CYC uses, the gym may be scheduled for up to 8 sessions of up to two hours each. You may request additional sessions, but they will not be confirmed until after the original block of sessions is completed. Scheduling for additional time (more than two hours) will be on a case-by-case basis.

Gym Closing Procedures

1. Pick up anything that may have been left by someone in the gym. This includes trash, jackets, sweatshirts, cell phones, water bottles, balls and hats. If you know their owner please return it to them, otherwise place it in the coaches closet and at your first opportunity notify the school office.
2. Put away any folding chairs that may have been left out.
3. Check both the Boys and Girls restrooms and ensure that the faucets are off, toilets are flushed and the lights are off.
4. Check the Coaches Closet and ensure the lights are off and the door is locked.
5. Turn off the lights in the back hallway near the Coaches Closet.
6. Turn off all gym lights by flipping down the bank of switches and pushing down all of the dimmers until they are completely off.
7. Turn off all lights for the stage and the stage hallway.
8. Close and lock both the north and south wooden doors.
9. Turn off all lights in the hallways adjacent to the gym as well as the outdoor light by the north building entrance.
10. Close and lock the metal doors at the south entrance of the building.
11. Close and lock the metal doors at the north entrance of the building, ensuring the plastic tube used to prop the doors open is stored above the door allowing them to lock.

Gym Key Acknowledgement Form

I hereby acknowledge that I have read and understand the procedures for scheduling and using the Our Lady of Lourdes Gym. I assume full responsibility for any and all activities which occur between the times that I unlock the door until the time that I have completed the Gym Closing Procedures. If my key is lost I will notify the rectory or maintenance staff immediately.

Signed:

Date:
