

## School Use and Facility Regulations

- It is the booking representative's responsibility to confirm that the gym size, ceiling height, courts and any requested school equipment are suitable for their needs. This includes requests to use the school's volleyball nets and standards.
- For the safety of all children, parents dropping off minors at a school should ensure that the school is open, and a coach or supervisor is present before departing.
- When it is wet or snowing, please remove outside shoes at the entrance door of the school. This includes coaches, spectators and parents as well as participants.
- No outside shoes are allowed in the gym. This includes normal shoes and running shoes you have worn to the school. Inside runners and socks only allowed in gym. No cleats. Coaches, spectators and parents as well as participants must wear soft soled footwear which is not harmful to the floor.
- Groups must designate a person to act as an activity supervisor, who will be directly responsible for the safety and conduct of all the individuals in the group, and the group as a whole. Participants and spectators must be supervised at all times.
- Inappropriate behaviour will be reported to the Facility Rentals office. The group will be advised of the complaint and the complaint process.
- Group is responsible for any damage to the facility during the booking.
- The stage is off limits. No one is allowed on the stage unless approved and specified on the facility rental permit.
- The hallways are off limits. No meetings, loitering or playing allowed in the hallways.
- No playing around the drinking fountains.
- No playing in the washrooms.
- The use of showers is not permitted.
- Canadian Climbers and Climbing Walls are excluded from use by all groups.
- The booking representative must contact the caretaker one week prior to booking if specific setup is required.
- School equipment is not to be used unless approved and specified on the facility rental permit.
- Entrance and exit doors are to remain closed and free of obstruction at all times. Do not prop any school doors open.
- Entrance doors will be locked 15 minutes after the booking begins, and will remain locked until end of the booking. The group must monitor the doors to accommodate participant's access, should late entry be required.
- The basketball hoops, volleyball nets and standards etc must be moved back to where they were prior to use. Do not drag equipment across gym floor.
- No food or drinks are permitted in the gym unless approved and specified on the facility rental permit.
- Alcohol is not permitted in any school facility.
- Smoking is not permitted on school property, school grounds or in the parking lots.
- Any object which is either designed, intended or used to threaten or inflict bodily harm on a person, or imitates a weapon, is not permitted on school premises.
- The time booked on the permit should include set up and take down. When your permit end time is up please leave the building promptly so the next rental group can get in and/or the building can be cleaned. Do not move into the hallways and hold meetings or socialize.

**THANK YOU FOR DOING YOUR PART TO KEEP THE GYM FLOORS IN TOP SHAPE AND CREATING A SAFE ENVIRONMENT FOR USER GROUPS AND SCHOOL EMPLOYEES**