

User Group Expectations

Priority

Priority for facility usage is given for School Board activities. There may be occasions when your group will have to wait before having access to the gymnasium. If this occurs, please wait outside of the space you have rented until it is free. Please do not enter the space while a practice or game is in progress or while other users occupy the space. Your group may be ‘bumped’ by a school group with little to no notice.

Facility

- In rural schools, if you are a regularly scheduled user, one individual from your group may be given keys for the outside doors and the gymnasium. This individual may also receive an access code to deactivate and activate the alarm.
- Doors are to be locked and the alarm activated at the end of the night provided no other staff are in the building.
- Keys are not to be duplicated and must remain in the care and control of the person they are issued to. They are to be returned to the school at the end of the season OR when requested by the administration. Any group found with illegally copied keys will be denied future access to the facility.
- User groups are expected to remain in the area designated by the principal.
- No outdoor shoes are to be worn in the gymnasium.
- Equipment shall be set up by users with prior knowledge of the equipment. Please do not ‘fix’ anything just to make it usable for the night. If something is broken or unsafe please inform us and the school will rectify the situation as soon as possible.
- All equipment is to be taken down and returned to its storage location.
- Your group is expected to leave the facility as clean as you found it (or cleaner if that is possible).

Supervision

- If younger children are being brought to your events, please ensure that they are adequately supervised.
- *Policy HGCG– Off-Site Activities* outlines the supervision expectations for all user groups.
- Please confine all equipment use to the gymnasium.

Liability Insurance

- All user groups are expected to carry adequate liability insurance. A minimum of \$2 million is required.
- The School Board is to be named as an additional insured and indemnified.
- Proof of insurance is to be provided to the school.

First Aid

- You are required to provide your own first aid kit and/or athletic supplies.

In Case of Emergency

If an emergency occurs please contact one of the following people:

- _____
- _____
- _____

Equipment Contact

If setup instructions are needed or if equipment is in need of repair please contact

Date: _____ Signature of Applicant: _____