



GYMNASIUM USE GUIDELINES

Below are some guidelines to direct appropriate use of the gymnasium and associated facilities.

If you are using a code to enter the building, you will need to a # after your 4-digit code.

*You will need to disarm the **security alarm** located on the far east wall of the upper entry area – you have a one minute to do this – once you have entered the 4-digit number, the beeping will stop.*

PARKING

- Please use designated parking spots. Loading zones and handicap spots are used **only as needed**
- If you arrive in a large bus/vehicle and need to keep it on school grounds, please check with your contact person at the school to receive instructions about parking

KITCHEN

- If you are using the kitchen facilities, be sure to leave the area neat, tidy, and organized
- Ensure the area is secure - both door and roll-down windows should be closed when you leave

GYM

- NO FOOD OR DRINK ALLOWED** (incl. gum, candy, etc.) in the **main gym area** (water bottles are fine).
- NO TAPE** to be put on the gym floor or walls.
- NO OUTDOOR SHOES** allowed on the court at any time. Please use the seating and cubbies in the lower lobby to change into **INDOOR SHOES**. **DO NOT** allow players on the court who are not wearing game/court/indoor shoes. *Therefore, **NO access to the gym from any exterior doors is allowed**.
- NO FLOOR HOCKEY** to be played in the either gym. **NO SOCCER** to be played in the Elementary Gym.

CHAIRS/TABLES/FURNITURE

- There are chairs, tables, and other furniture available for use in the gym, lower lobby, and upper mezzanine areas. Be sure to communicate with your contact person at the school regarding specific requests. The gym floor must be covered with mats when using tables and chairs.

FLOOR COVERINGS

- There are mats to cover the floors when it needs to be protected (tables, chairs, food expected in the gym area, etc.). Be sure to communicate with your contact person at the school if you anticipate needing part or all of the floor covered – to be arranged beforehand.

EQUIPMENT AND SUPPLIES

- Groups are encouraged to bring their own equipment. Any exceptions need to be arranged with your contact person at the school prior to rental.

BATHROOMS

- There are 2 gender neutral bathrooms located in the lower lobby beside the shoe cubbies (elementary gym) and 1 available in the hallway outside the gym area (secondary gym).
- There are additional bathroom facilities located in each of the Male and Female change room areas

SHOWERS

- Showers are in each of the Male and Female change rooms and for the elementary gym, there is another single shower in the bathroom in the back of the PE/Athletic Director's elementary office. *If you anticipate needing the change room showers, please indicate this in your rental agreement, as the water needs to be turned on for the showers to work.

CLEANING SUPPLIES

- Standard cleaning supplies are available in the Custodial room located beside the Elementary PE Director's office and outside Secondary Gym doors
- Please remind your charges to clean up after themselves and use all garbage and recycling receptacles that located in various areas around the facility

Thank you for familiarizing yourself with these details, and for adhering to our **Gym Use Guidelines**.

Before leaving the building, ensure all doors are closed, lights are off and then you need to re-arm the alarm. Once you have entered the code, you will have 1 minute to exit the building.

Emergency Contact: Francis Welle – Facility Manager – 250-857-0755 Angela Jordan – Admin Assistant – 250-480-9141
