

NON-SCHOOL SPORTS GYM USE CONTRACT

Code No. 905.1E3

Because there are many different groups who would like access to gym times, the following guidelines will apply for all non-school sport activities whether coached by school personnel or parents of students.

Person Making Request (Please print)

Phone Number

E-Mail Address

Date to Start

End date

Violation of the following guidelines will result in loss of gym use time.

1. School activities take priority. Most of these will already be on the calendar, but if they would need a time in addition to what is scheduled, that would take priority and your practice may be cancelled.
2. No practices will be scheduled before 7:00 p.m. on Mon, Tu, Th, Fri nights from Nov. 1 through second week of March nor before 6:30 for other active sports seasons. Once a time has been scheduled, you will need to keep that slot. We will not switch times to earlier if school activities are away or changed to another building. **Per Board Policy 508.2 there will be no practices scheduled on Wednesday nights after 6:00, or before 1:00 p.m. on Sundays.**
3. Week-day practices will be scheduled only while a custodian is on duty.
4. If you wish to schedule on a week-end when a custodian is not on duty to unlock, and you are having a school employee unlock and lock up for you, you must have that person contact the superintendent's office to let us know that they are willing to do that. Your time will not be scheduled until that has happened.
5. **Once a time and building have been scheduled, you will need to keep that time slot and building. We will not switch time to earlier if school activities change, nor will we switch gyms.**
6. We will not schedule shared gym time, or cancel another coach's time, unless we hear from that person directly.
7. It is your responsibility to let the superintendent's office know by the 25th of each month if you wish to keep the same scheduled time the following month unless you have scheduled for more than one month. If we do not hear from you, your scheduled slot will be available for use by others.
8. Practice times will be scheduled for no more than 90 minute increments on only one day per week.
9. A Certificate of Liability from your insurance must be filed with this form before time will be scheduled on the calendar.
10. If you cannot keep your scheduled time, at anytime, please call to let us know so that it is available for others.

Gym to be used for

List Students Participating

Requested Start Date

End Date

Grade of group

Name of person who will open and lock up the building:

I have read and understand the above guidelines.

Coach's Signature

For office use only:

Time scheduled:

Day scheduled

Adopted June 2015