

Gymnasium and Performance Stage Usage Policies

**Saint Brigid of Kildare
School and Parish Gymnasium**

Table of Contents

I. Purpose of Document	1
II. Limits of Use	1
III. Hours of Usage	1
IV. Facility Usage Rules	2
V. Prohibited Activities	3
VI. Outdoor Sports Using Indoor Facilities	3
VII. Use of Facilities for Non-Athletic Events	4
VIII. Use of Non-Athletic Equipment in Gymnasium	4
IX. Use of Performance Stage Equipment	4
X. Non-Parish Events	4
XI. Summer Usage and Closure	5
XIII. Facilities Manager	5
XIV. Failure to Comply with Policies	5
XV. Signature Page	6

I. Purpose of Document

This document establishes the policies that govern the allocation and usage procedures for the Saint Brigid of Kildare gymnasium and performance stage. Specifically, this document outlines who is eligible to receive permitted use of the gymnasium and performance stage and the process used to allocate and schedule these spaces. Next, this document addresses the responsibilities assumed by those groups using the gymnasium and performance stage. This document also addresses limits to usage for non-parish events, school day closures, and summer closures.

II. Limits of Use

The *Gymnasium and Performance Stage Usage Policies* are limited to the gymnasium, the stage, the two team rooms, and the locker room area. The cafeteria and kitchen will not be made available to groups using the gymnasium and performance stage, nor will any other areas in the parish education center.

III. Hours of Usage

Saint Brigid of Kildare School and Child Care (latchkey) will be the singular user of the gymnasium and performance stage from 7:30 am through 4:30 pm on school days. The gymnasium and performance stage will be available for parish use between 4:30 pm and 9:00 pm on school days. Evening usage by Saint Brigid of Kildare School will be given top priority during the academic year.

The facilities manager, or his/her delegate at the parish office, will schedule evening and weekend usage. He/she reserves the right to cancel any scheduled usage event as he/she deems necessary.

The facilities manager, or his/her delegate at the parish office, will work with the Saint Brigid of Kildare Athletic Association, athletic director, and sport commissioners to ensure that time allotments amongst teams and sports are equitable.

IV. Facility Usage Rules

The Saint Brigid of Kildare gymnasium is the premier elementary facility in the diocese. A great level of care and respect will be required to keep this facility in its current condition. The following rules will apply at all times, so as to best respect this facility, which is a gift to all of us from our parish. These rules apply to parish sport teams, club sport teams, and all parish users.

1. No food or drinks will be permitted in the gymnasium or on the performance stage, with the exception that clear drinks will be allowed in the bench area during athletic events. Those responsible for the sale of concessions during athletic or performance events assume the responsibility of keeping food and drinks in the gathering area and not in the gymnasium.
2. Shoes worn to the court may not be worn for playing on the court.
3. Spectators may not walk on the playing court surface. They may not play on the surface during breaks in game play. Those responsible for hosting events assume the responsibility of keeping spectators off of the playing court during stoppages of play (time-outs, half time) and between games.
4. All coaches or persons in charge of a group using the gymnasium and performance stage will be responsible for the conduct of all participants, spectators, and others connected with the activity, including visiting teams and opponents. Children will be supervised at all times.
5. Groups are responsible for picking up all trash and placing the trash in the appropriate receptacles. Users assume personal liability for the cost of excessive cleanup, loss, or breakage resulting from the permitted activity. The gymnasium, performance stage, team rooms, and locker room area will be clean when permitted use is complete.
6. The final user of the day will insure that locker rooms are checked, equipment is stored, lights are shut off, trash is removed, and doors are locked.
7. Preparation for a game or event is the responsibility of the user and is required to be coordinated with the facilities manager or his/her delegate to include:
 - raising and lowering of basketball goals
 - setting up volleyball standards and nets
 - opening and closing of bleachers
 - setting up scorer's table and score boards
 - applying approved court tape
8. Coaches or persons in charge of a group will return all equipment to the appropriate storage area at the completion of the activity, unless otherwise directed by school personnel.
9. Postponement or cancellation of scheduled activities will be determined by the facilities manager or the appropriate parish or school personnel. Any scheduled usage of the gymnasium and performance stage will be cancelled on any day that school is cancelled.
10. Coaches or supervisors will abide by their scheduled court times. Great care will be given to punctuality so that other teams or groups are not kept waiting for their scheduled times.
11. Clothing will be changed in the restrooms or locker rooms only.

V. Prohibited Activities

The following activities are prohibited at all times:

- kicking, throwing, striking, or otherwise using sports balls, sticks, bats, equipment, etc. in such a manner as to damage light fixtures, speakers, scoreboards, backboards, flooring, HVAC ductwork, wall padding, or other property.
- hanging on or from the basketball rims
- climbing up or on bleachers when bleachers are in their stored position
- any actions meant to misuse or harm equipment, property, or parts of the facility
- playing on the performance stage
- damaging school property in the facility, such as posters, bulletin boards, equipment, etc.
- unsupervised or unsafe activities
- entry or exit into the gym using the north, interior door by the exterior play space
- propping any exterior door

VI. Outdoor Sports Using Indoor Facilities

Guidelines have been established for outdoor sports using the gymnasium outside of the school day. These activities, normally played outdoors, are permitted indoors during inclement weather if and only if the following guidelines are followed. At all times, indoor athletic shoes must be worn. At no time may individuals run on or up the bleachers.

Baseball and Softball:

- Hard balls may not be used in the gym. Softballs or approved indoor baseballs may be used.
- No bats may be used.

Field Hockey and Lacrosse:

- Only indoor field hockey balls or tennis balls may be used.
- Sticks may only be used if covered with a protective padding.
- Sticks may not come into contact with the floor, walls, or wall padding.
- Passing and non-contact play is only permitted within the lined perimeter of the main basketball court.

Football:

- Kicking the football is not permitted.
- Passing and non-contact play is only permitted within the lined perimeter of the main basketball court.

Golf:

- Only indoor, wiffle-type, limited flight balls may be used.
- Balls may only be hit from artificial turf or carpet mats.

Tennis:

- Rackets may not come into contact with the floor, walls, or wall padding.

Track:

- Athletes may not run on the bleachers or in the hallway.
- No outdoor field-event equipment may be used in the gymnasium.

VII. Use of Facilities for Non-Athletic Events

A gymnasium equipped with a hard wood floor is not an ideal space to hold non-athletic events. It is our goal to insure that the floor is treated properly and does not need excessive upkeep, refinishing, or repair. To that end, only very select non-athletic events will be held in the gymnasium. These decisions will be made by the facilities manager or by the pastor, or his delegate.

VIII. Use of Non-Athletic Equipment in Gymnasium

The maple wood floor is intended for athletic use only. However, in a parish of our size, the parish may be asked to host many other activities in the gymnasium due to the size of the space.

The wood floor must be covered with the vinyl floor covering system before any non-athletic event is held. This floor covering system allows tables, chairs, and non-athletic equipment to be used and non-athletic style shoes to be worn on the floor without damage. Users should note that a two-hour time period must be allotted for both the installation and for the removal of the vinyl floor covering system by a two-person crew (a total of approximately four hours.) A tape fee of \$100 per use will be charged to each group using the floor covering system.

Tables and chairs may only be placed on the wood floor if they are equipped with lower surfaces meant for use on a wood floor. These lower surfaces must be non-marking and non-scratching. Tables and chairs may not be pushed or slid along the floor.

Great care needs to be given to the kinds of events scheduled. Guests participating in non-athletic events may not wear shoes onto the floor that will cause damage to the floor.

IX. Use of Performance Stage Equipment

The Saint Brigid of Kildare performance stage is equipped with spotlights, a video screen, and a multi-component sound system. Only those persons specifically approved to operate these systems will be allowed to do so, under the direction of the facilities manager.

The sound system will not be available throughout the period of time during which weekend Masses are held in the gymnasium.

X. Non-Parish Events

The Saint Brigid of Kildare gymnasium and performance stage will not be available for use by and will not be rented to non-parish groups for non-parish events. The gymnasium and performance stage will be used to host Diocesan Recreational Association events during volleyball and basketball seasons. The Saint Brigid of Kildare Athletic Association will supervise these events in compliance with the *Saint Brigid of Kildare Gymnasium and Performance Stage Usage Policies*.

XI. Summer Usage and Closure

The gymnasium and performance stage will be closed for up to a four-week period in the summer. This period, typically the month of July, will insure that the gymnasium receives the cleaning and upkeep needed to insure both its proper care and a long life. Parish activities may be held in the gymnasium in the remaining summer weeks. Participation and/or camp fees may be charged. (See sections II and III.)

XII. Facilities Manager

The Saint Brigid of Kildare Parish facilities manager, or his/her delegate, will oversee the use and care of the gymnasium and performance stage. This includes, but is not limited to, opening and closing the facility, setting the building alarm, issuing and canceling key access codes, equipment use and care, equipment storage, scheduling, and proper use of the floor covering system and bleachers. The facilities manager will be charged with reporting any misuse of or damage to the facility to the pastor or his delegate (see section XIV.)

XIII. Failure to Comply with Policies

Failure by a coach, group or organization to comply with the *Saint Brigid of Kildare Gymnasium and Performance Stage Usage Policies* will result in:

- First Violation: mandatory meeting with the facilities manager and the pastor or his delegate to discuss compliance issues
- Second Violation: probationary use of facility
- Third Violation: termination of usage privileges

- Immediate termination of coaching privileges can and will occur if a major infraction occurs. This can include compromising child safety, propping an exterior door, or allowing entry or exit into the gym using the north, interior door by the exterior play space.

Signature Page

I, as User, have read, understand, and agree to all the conditions set forth in the *Saint Brigid of Kildare Gymnasium and Performance Stage Usage Policies* and agree to comply with all the regulations as stated.

Further, I, as User, expressly agree that Saint Brigid of Kildare Parish shall not be liable for, and that the User shall hold Saint Brigid of Kildare Parish harmless from any loss, damage or injury to person or property sustained on or in connection by User, its agents, servants, members, invited guests, and attendants, or by any other persons lawfully on said premise.

I, as User, agree to fair and full compensation to Saint Brigid of Kildare Parish for all injury and damage done to Saint Brigid of Kildare Parish's property or property of students or guests during the usage period.

User's Name _____

User's Signature _____

Date _____

Activity _____