



## CCSD Facility Rental Best Practices: City of Aurora Gym Usage

*Thank you for your interest in utilizing a facility in Cherry Creek Schools. Please see below for a list of guidelines and District expectations for scheduling gym usage in Cherry Creek Schools.*

### Cancellations

Gym availability is subject to the scheduling of school events and activities as a priority. If a school activity needs to occur in the gyms, your rental may be canceled or delayed.

Inclement weather conditions may result in a school's outdoor athletic programs being brought inside the gyms to practice. If this occurs, your gym rental may be canceled.

In both instances, please make sure all coaches and parents are notified of cancellations.

### Expectations for Use

#### CHECK YOUR SCHEDULE

- Verify your team's *approved* and *canceled* dates from COA. And make sure to communicate that schedule to your parents.

#### ARRIVAL/DEPARTURE:

- Employees of the City of Aurora Recreation program will arrive and be allowed access to the building at the approved start time indicated on your permit. You will not be allowed access to the building until your approved start time.
- Elementary school gyms are not available until after 6:30 pm. This will allow the Before and After Care program to complete.
- On middle school, athletic activity dates, the City of Aurora will not be scheduled before 7:00 pm. If you arrive and the school teams are still playing, please remain off the court until school games are finished and all teams, coaches, officials, and staff have exited the floor.
- Whatever the approved start time to enter the facilities for your practice or games, please inform your parents and participants to arrive at that approved time, not any earlier. Your group will not be allowed access to the building until your approved start time.

#### ACCESS:

- Doors must remain closed at all times for the security of CCSD students, the community, and buildings. Propping open doors will result in the cancellation of your permit.
- Please make sure to staff a volunteer/parent at the front door to let your participants into the building. Once again, propping open doors will result in the cancellation of your permit.

#### SUPERVISION:

- Please ensure that your parents are aware that they are responsible for any siblings brought along to practice. Siblings must be properly supervised by their parent(s) at all times and are not allowed access to any other part of the building other than restrooms. Hall monitors are useful in both monitoring siblings and checking for propped doors.

USE OF GYMS:

- Food and drink are **NOT** allowed in gym areas. Water bottles only.
- Climbing walls are not available for renter use. Tampering with a climbing wall will result in the cancellation of your permit.
- School gym equipment is not available for renter use. All equipment must be provided by the renter for his/her practices.
- All middle and high school gyms are hardwood floors. Please avoid hard-heeled shoes on these surfaces.
- Do not lay down tape or other adhesives on hardwood floors.

INTERACTION WITH DISTRICT STAFF:

- Please treat all school staff members and cleaning service personnel professionally and respectfully.
  - Maintaining a calm demeanor when interacting with staff
  - Listening consciously
  - Only accessing areas approved on your permit (does not include the school's equipment closet)
  - Arriving and exiting per your approved start and end times
  - Restoring the gyms to the condition in which you found them (if not better!)

Thank you for the opportunities you provide to our community and our students – we appreciate you!