

August 2023



To Whom It May Concern,

As you are aware, the need for community gym use at Gretna Public Schools is in great demand. The community of Gretna has grown to the point that our buildings are in constant demand and in constant use. As a community, we are fortunate to have a school gym and space for use, but space and time is limited and school activities must come first. Community gym times are to be used solely for basketball or volleyball practice. No soccer, football, baseball or softball practices are allowed inside of Gretna Public Schools buildings. Community gym times are not to be used for games or free space open gym times.

We realize that there will be teams who may not get the gym time and space that is desired. However, we are doing everything we can to create equal opportunity for all teams so as to hopefully benefit the highest number of Gretna students.

Enclosed you will find the following documents. **Please read these guidelines carefully as all community members who use Gretna Public Schools' buildings will be expected to adhere to these guidelines.**

- Community Gym Use Guidelines and Contract
- School Locations and Contact Information
- Official Gym Use Roster

**An Official Roster must be on file at any of the elementary or middle school offices before a gym time will be scheduled.** You can mail or email your roster to the addresses listed in the enclosed contact information sheet or drop it off at any school office before Friday, August 25th.

**The date GPS receives the Official Roster form does not establish position for scheduling gym time. Teams with completed rosters and practice preferences on file, and submitted prior to 3:30 PM on Friday, August 25th will be included in the lottery drawing used to establish the gym use schedule. Secretaries will begin the scheduling process on Monday, August 28th.** Gym times will be communicated to the coaches by the building secretaries. Teams may begin using their scheduled times on Wednesday, Sept. 6th after the Labor Day break. Requests submitted after August 28th will be accommodated based on remaining availability.

Please note that the beginning of the school year is a very busy time for our building secretaries who handle the requests for community gym use. Please keep that in mind as you make requests for community gym time. Our building secretaries' priorities remain with the needs of students, parents and teachers as we progress with another great school year at the Gretna Public Schools.

### **Gretna Public Schools' Community Gym Use Guidelines**

- All gyms will have two time slots available on Monday, Tuesday, Thursday and Friday
  - 6:30-7:45pm
  - 7:45-9:00pm
- Gym times will start at 6:30pm and no earlier due to the Kid's Connection Program and Middle School practices.
- All Gretna Public Schools activities take precedence over scheduled community gym use. Scheduled community gym time can be canceled at any time as deemed necessary by the building administration or a High School Athletic Director.
- All teams consisting of players in grades K-8 will be scheduled at the following buildings - Gretna Elementary, Thomas Elementary, Palisades Elementary, Whitetail Elementary, Aspen Creek Elementary, Falling Waters Elementary, Harvest Hills Elementary, Aspen Creek Middle School or Gretna Middle School.

- All teams receiving times shall consist of a majority of Gretna School District students (**at least 50%**), and a Gretna resident or community member must be coaching or present at all times.
- Each team, coach, shall be scheduled for one time slot per week. If open gym time remains, teams may schedule a second weekly practice time by calling the school office the Friday before the second practice time is desired.
- No gym use shall be scheduled on days when school is not in session or on Saturday or Sunday.
  - Weekend gym time can be scheduled through the administration if a faculty member who is willing to take responsibility for the safety of those using the building and the security and care of the building in use is contracted for service.
  - Faculty members may volunteer for this service.
  - If it is not a volunteer service, the faculty member shall be paid \$40.00 per hour by the community group using the facility.
  - If a custodian is needed, the community group will also pay \$35.00 per hour to the custodian for the time needed.
  - A building use fee and utilities fee may also apply.
- All students present for community gym use times shall be directly supervised by the adult responsible for the team.
- No students shall enter a building or the gym without the presence of a supervising adult. Only those students who are participating in the practice shall be present.
- No spectators or siblings shall be present during community gym use times.
- All those using the school facilities shall leave the space as they found it.
- No drinks, with the exception of water, shall enter the gym at any time.
- All trash shall be picked up and all lost and found shall be taken care of by the adult providing supervision.
- Do not leave items such as sweatshirts, sweats, water bottles or balls for school personnel to pick up.
- No school equipment shall be used at any time, with the exception of the volleyball nets.
- Teams are responsible for providing their own basketballs, volleyballs, jerseys etc.
- The height of the baskets at the middle schools shall not be changed from the regulation height used for all Gretna Middle School and High School competitive athletics and practices.

Any team wanting to cancel scheduled community gym use time shall do so as far in advance as possible.

*Due to the very high demand in gym use time, any team that fails to cancel scheduled gym use time and is thus a "NO SHOW" for two or more scheduled times during the school year, may be canceled from the scheduled gym time for the remainder of the school year as deemed necessary by the building administration.*

The User agrees to:

- Comply with all District policies, rules, and regulations that govern the use of facilities.
- Agrees to be financially responsible for any damages incurred to facilities, grounds, or equipment during the period of such use.
- The Building Administrator will be the final determiner as to whether repair or replacement is the appropriate remedy for any damages.
- Defend, protect, indemnify, and hold the district harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use.

### **Gretna Public Schools Security and FOB Use Guidelines:**

The buildings of the Gretna Public School district must be secured at all times. These guidelines apply to district employees and to community members.

- When athletic teams or clubs use the buildings, the coaches/sponsors are responsible for the security of the buildings and are expected to follow the guidelines issued.

- All doors must remain locked at all times. We have a Controlled Access system at all buildings in the Gretna Public School system.
- Each team who practices at our buildings will be required to pay a \$25 fee in exchange for a FOB to allow building entrance. ONLY checks will be accepted for the deposit. Upon the return of the FOB, the fee will be returned.
- A team FOB will be issued by the building secretary where the team is regularly scheduled to practice.
- Only one FOB per team will be issued and the team will be allowed to keep the FOB for the entire practice season.
- The FOB must be returned to the issuing building secretary on the next school day following the last scheduled practice for the team.
- The FOB will allow entrance to the building where the team is scheduled to practice. It will only open the designated doors for two 10 minute windows of time (before and after the scheduled gym start time).
  - Elementary School Buildings – Main Front Interior and Exterior Doors
  - Middle School Buildings – Main Gym Doors
- If an additional or different practice time is scheduled by a coach then the coach must check out an additional FOB for that practice time from the building secretary at the building where the practice is scheduled.
- If the coach is a Gretna Public School staff member, their personal FOB will NOT be programmed with the appropriate practice time. They will still be required to check out a FOB for their scheduled community gym use.
- At NO time should doors be propped open.
- At the start of the practice/meeting, one coach should wait by the door until all team/club members are present.
- All students must be in the direct supervision of an adult or coach/sponsor at all times. It works best if coaches/sponsors work together in regards to the supervision of students.
- One coach or sponsor should stay by the entry doors and one should provide supervision in the gym/cafeteria.
- If there isn't a second coach/sponsor to supervise the students in the gym/cafeteria, all students must stay with the coach/sponsor in the vestibule until the group moves into the gym/cafeteria.
- It is suggested that coaches/sponsors give their cell numbers to their team/club members and their parents. Explain that if a player/member is going to be late or if a parent needs to enter during practice time, that the coach/sponsor should be called or texted to let the party into the building. **PARENTS SHOULD NOT STAND OUTSIDE BUILDINGS AND POUND ON THE DOORS.**
  - *Custodians do not have the authority to allow people to enter the buildings.*
- Coaches/sponsors may also schedule "door parents" for practices - this parent would be at the doors for the entire practice/meeting to admit any late players from that team only. **IT IS THE RESPONSIBILITY OF THE COACHES/SPONSORS TO MAKE SURE THAT THE "DOOR PARENT" IS AWARE OF AND FOLLOWS THE GUIDELINES STATES ABOVE.**

My signature indicates that I have received a FOB for entrance into Gretna Public Schools, and I will follow the guidelines outlined for the use of the school as a practice facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Please complete this form and keep it on file with the deposit for the associated FOB.

Staff Initials: \_\_\_\_\_ Date Fob Issued: \_\_\_\_\_ Building Assigned: \_\_\_\_\_

Check# or Cash: \_\_\_\_\_ Fob#: \_\_\_\_\_

We thank you in advance for your cooperation. We want to avoid disallowing groups to use Gretna Public School facilities, so the involved adults need to take responsibility seriously to prevent the loss of building use for all.

**Official Team Roster - RETURN TO ANY ELEMENTARY SCHOOL OR MIDDLE SCHOOL**

*This form and the building contract form must be on file in one of the Elementary School or Middle School otherwise you will not be eligible for the lottery drawing. The lottery drawing will be held Monday, August 28, 2023 and gym times will be scheduled accordingly.*

**CHOICE OF DATE AND TIME:**

<b>TEAM NAME:</b>	<b>START DATE:</b>
	<b>END DATE:</b>
<b>PLAYER LEVEL:</b> 2 3 4 5 6 7 8	<b>SPORT:</b> VOLLEYBALL -or- BASKETBALL <i>Is this sport associated with G1 or GBA - Yes / No</i>
<b>COACH #1 INFORMATION:</b> NAME: _____ ADDRESS: _____ CELL #: _____ ADDRESS: _____	<b>COACH #2 INFORMATION:</b> NAME: _____ ADDRESS: _____ CELL #: _____ ADDRESS: _____

**All Gym times will start at 6:30pm and no earlier due to Kid's Connection and MS practices.**

<b>CHOICE OF PRACTICE LOCATION: (Prioritize 1-9)</b>	<b>1<sup>ST</sup> CHOICE</b>	<b>2<sup>ND</sup> CHOICE</b>	<b>3<sup>RD</sup> CHOICE</b>
Aspen Creek Elem (AES) : _____	Mon	Mon	Mon
Gretna Elem (GES) : _____	Tue	Tue	Tue
Thomas Elem (TES) : _____	Thu	Thu	Thu
Falling Waters Elem (FES) : _____	Fri	Fri	Fri
Harvest Hills Elem (HES) : _____			
Palisades Elem (PES) : _____	6:30pm	6:30pm	6:30pm
Whitetail Elem (WES) : _____	7:45pm	7:45pm	7:45pm
Gretna Middle (GMS) : _____			
Aspen Middle (AMS) : _____			

**Roster**

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

I have received a copy of the Gretna Public School's Community Gym Use Guidelines, and I will adhere to these guidelines.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_