

## Facility Use Guidelines

Updated October 2017

Use of Taipei American School's athletic facilities focuses on two major commitments: keeping students safe and secure while on our campus whether they are involved in formal competitive athletics or informal healthy exercise and expanding opportunities for TAS athletics and wellness activities.

The following principles will guide athletic facility usage practices:

1. All TAS athletic facilities are to be used by TAS ID card holders. These are current students, faculty, parents and alumni of TAS.
2. Athletic Facility use priority will be given as follows;
  1. TAS educational activities
  2. TAS athletic activities
  3. Taipei Youth Program Association (TYPA)
  4. Parent-booked facilities for TAS student use only

**Facility Fees** - TAS will assign appropriate fees for use of its athletic facilities. These fees will be paid at the Cashier's Office near the main lobby. A fee schedule can be found in the Facilities folder under the Parent Portal.

**Coaches** - Parents must receive written pre-approval for each outside coach in order to bring the outside coach on campus for their reserved booking. The approval process includes submission of a "Coaches Liability Waiver" form for the coach. This form can be found in the Facilities folder under the Parent Portal. TAS will hold the parent liable and responsible for all activities of their coach while they are on campus. Outside coaches are permitted to access TAS athletics facilities only if a formal reservation is present and only after 7PM Monday-Friday and throughout the day on Saturday and Sunday. Access to athletics facility spaces at any other time is strictly prohibited. Formal requests for local or outside coaches to access the facilities before 7PM on weekdays will be considered for approval by Mr. Mueller on a case-by-case basis.

Reservation holders must produce a quality, high resolution photo for any and all of the coaches they wish to access TAS during their reservation time.

Each reservation holder must provide a completed coaches waiver form and send the coaches photo to the IT department (EVEN IF A RESERVATION HOLDER IS SHARING THE USE OF A COACH). All outside coaches will be restricted access if the reservation holder does not comply.

Photos must be updated annually. The facilities office will send out reminders 1 month in advance of this annual update (sometime in late August each year).

### *Facility Use Guidelines for Gyms, Courts and Fields*

Please make sure you are aware of each of these guidelines if you have reserved a facility. Failure to abide by these basic guidelines will result in the cancellation of your facility reservations. If you feel that you are unable to abide by these guidelines, please let the facilities office know (Ruby Cua, ext. 308, [cuar@tas.edu.tw](mailto:cuar@tas.edu.tw)), so that your reservation can be opened to others who are interested in reserving a facility. There are still many parents/students who want to access facilities when they become available.

1. The TAS facilities are primarily for TAS students. They are some of the best facilities in Taipei, and I am sure that we all want to keep them this way. Please abide by the Boy Scout Motto when using a facility, "Leave the world a little better than you found it." Please make sure all benches are back where they started, trash is removed, etc. Food and drink (other than water) are not allowed inside a gymnasium or on the fields. If something is damaged or broken during your reservation, or you notice a safety concern in the gym, court or on the field, please email Ryan Mueller at [muellerr@tas.edu.tw](mailto:muellerr@tas.edu.tw).

2. **Adult supervision must be present in all indoor facilities when in use. Students are not allowed to use indoor facilities without adult supervision.**
3. **The TAS facilities are available to TAS students, parents and alumni. Non-TAS personnel should not be a part of regular gym use. There are few exceptions to this policy. No outside groups are allowed to compete against TAS students in these facilities without the written permission of the facility director. If a coach has been organized for a practice, the Coaches Liability Waiver must have been submitted for that coach.**
4. **Facility renters with reservations are permitted to access their booked space (ITC, LS Gym, MS Gym and US Gym) up to 15 minutes in advance of their reservation, but not before. Occupants or students who arrive to a booking 15 minutes early or less may, if the facility is unused, use that space if the designated supervisor for the corresponding booking is present. If the designated supervisor is not present, students must wait until the supervisor has arrived—no exceptions. If an existing reservation is occupying a facility then the incoming reservation holder is expected to wait outside the space or on the sideline. Incoming reservations should not interfere with existing reservations at any time. All reservation occupants are expected to end their activity promptly upon the completion of their booked time slot, even if the space is open after their reserved time. Facilities are booked throughout the year, and it causes unnecessary tension between users when the facility is not available on time. This includes taking down nets, etc. by the end of your reservation so that it does not infringe on others' time. TAS sports teams have priority in facilities. If a school competition runs into your reservation time, you will need to wait until the competition is completely finished before using the facility. Your reservation will end at the scheduled time, even if the reservation was delayed by a TAS competition. While the facilities office will make every effort to notify you of the need to cancel a reservation due to a school competition or event, there are times that these schedule changes may happen unexpectedly.**
5. **Indoor facilities will be locked and closed after school hours unless a formal booking exists. If occupants arrive 15 minutes early or less and the booked facility is not open, kindly ask one of our facility assistants (located in C-Block between the Gymnastics Room and the LSPE department offices on the first floor) to assist in readying your booked space.**
6. **Indoor tennis court (ITC) usage will only be approved if a formal reservation is made through the facilities office. The outdoor tennis courts (OTC) remain unavailable for reservations and will be locked after school/athletics hours.**
7. **Gym reservations do not include equipment, balls, etc. If you would like to use some other piece of equipment (volleyball nets) this must be arranged in advance.**
8. **Please cancel your daily reservation if you know you will not be using the time slot on any given day. Cancellations should be made 2 working days in advance, and can be made by emailing Ruby Cua at [cuar@tas.edu.tw](mailto:cuar@tas.edu.tw). Cancellations later than that time will be charged. There are many parents and students who want to access facilities, and when you notify us that you will not be using the facility on a given day, the facility can be made available to other parents and students. Failure to show up for your reservation (without cancellation) may result in the cancellation of your future reservations.**
9. **Each reservation is in the name of one parent. When that parent no longer has children at TAS or if the parent decides to no longer use their reservation, the reservation will open up to the waitlist. In the interest of fairness to all, reservations cannot be "passed on" to other parents. Parents may make a year-long reservation for facilities, but they are limited to one facility (90 minute period) per week. Weekly reservations can be made as needed for open facilities.**
10. **Facility reservation holders who do not adhere to the aforementioned or existing facility policies will be warned of violations after a first offense. This warning may occur during face-to-face interaction with TAS facilities staff or in email communication from Mr. Mueller. The second offense will result in removal of their booking for their remainder of the semester. Their reserved time slot, if still available, will be considered for reinstatement before the start of the next school semester.**