

RULES FOR THE PROPER USE OF THE OLGC GYM (updated 5.14.2020)

Unscheduled use will be cause for termination of your card. OLGC monitors with cameras and keycard use.

Safety & Security for all is a major concern.

Access: Keycards are normally issued to Facility User, Coach & Assistant Coach.

DO NOT LET ANOTHER PERSON USE YOUR CARD.

1. **Remain in the gym area only.** Entrance into the School and Counsel Room is not allowed unless you are specifically scheduled to use those areas.
2. **Emergency doors are only to be used when there is an immediate threat to physical wellbeing.** Do not prop them open. An alarm will be activated when those doors are opened, and emergency response teams will be dispatched.
3. An **AED Machine** is in the lobby. An alarm will ring when opened. Only open for Emergency. A fine will be charged for resetting the machine for non-emergency openings.
4. **AT NO TIME shall the following items be permitted on OLGC property; Alcohol, Tobacco Products, Illegal Drugs or Weapons.**
5. **In the case of Inclement Weather please note that access to the gym is restricted.** OLGC follows Fairfax County Public Schools regarding closings. Visit OLGC website www.olgcva.org or www.olgcschool.org if unsure.
6. Respect school property. The facility must be left in the same condition in which it was found. All facility damage must be reported to the Parish Office, 703-938-2828.
7. If there is an accident, please notify the parish office, 703-938-2828 and fill out a report from this website www.arlingtondiocese.org/risk-management/tools/forms/.

Care of the Gym:

1. **No food, water, or other beverages are allowed inside the gym.**
2. **Players must wear non-marking shoes.** Wet shoes and boots should be left outside.
3. **Take your belongings with you.** Basketballs, sweats, water bottles, etc. left in gym or lobby will be disposed of.
4. **Clean up any liquid spills from the floor or seats.** (Blood, sweat & tears.) Clean up any accidents in the bathrooms.
5. **Bouncing of balls is not allowed in the Lobby.** An adult must be present when children are in the lobby area.
6. **Ensure all children and adults have left the building before locking up,** including the bathrooms.
7. **Turn off all lights including the lights in the bathrooms.**
8. **Make sure that all doors are closed and locked when leaving.**

Supervision:

Adult leaders are responsible for the supervision of children and that all guests abide the rules of the gym.

Doors:

1. The person responsible for the team will be given a key card to gain entrance to the gym at the scheduled times. Do not write OLGC or the address on the card. If the card is lost, IMMEDIATELY NOTIFY the Parish office 703-938-2828 and the card will be made inactive.
2. Doors must always remain closed and locked. There is a doorbell at the gym entrance that rings in the gym.
3. If there are any issues after office hours, please contact Cheryl Jones at 571.230.0458.

FAILURE TO RESPECT THESE RULES WILL REQUIRE THE RESCINDING OF PERMISSION TO USE THE FACILITY.

_____ I have read the above rules and understand the consequences of not following them.

_____ I have received the keycard card for the gym and know that it is my responsibility to report the loss of the card immediately.

Print Name

Signature

Cell Phone Number

Email Address