

PRAIRIELAND GYM USE GUIDELINES

Applications will not be accepted before September 15th and are processed on a first come first serve basis with priority given to teams/groups that include members that attend Prairieland. **Note: No facility use before Oct 1st or after April 30th.**

Our facilities are not available for use when school is closed for any reason. These include but are not limited to: holidays, breaks, institute days, p/t conferences, school improvement days, board holidays, and when school is closed for inclement weather. We also have a few special school events throughout the year that take priority over all other approved gym times.

Steps for reserving the gym:

1. Fill out Application and Agreement Granting Use of District Facilities. Turn forms into the office. The Prairieland office will provide you with written confirmation that you have acquired gym space.
2. Once you receive confirmation you have been approved for use of the gym: Fill out Team Roster form (coach fills out) and attach all Individual Waivers (required for every member of your team). Turn in this complete packet into the front office. Please do not send individual waivers into the office. It is the coach's responsibility to collect waivers. **IMPORTANT: Please understand you cannot start practicing until the complete packet of forms is turned into the front office regardless of what your written confirmation states.** Office hours are 6:45-3:15 M-F.
3. All facility use forms can be found on the Prairieland Website in PDF and Word format.

Using the gym once approved:

- MUST adhere to all current guidelines for mask use.
- Must provide your own equipment/balls.
- Use your designated side for your hour only.
- Custodians will not raise and lower the screen that divides the gym.
- Please clean up after yourself and leave the space better than you found it.
- Please notify the custodian (night of) and the front office (next day) of any problems that arise during your time using the facility.
- Baseball/Softball teams: **ONLY SOFT BALLS** are permitted in the gym. No hard baseballs or softballs.
- Soccer/Flag Football teams: **DRILLS ONLY.** Please do not kick the ball against walls or ceilings.
- Basketball teams: You are welcome to lower baskets for your practice. There will be a handheld crank in the closet in the NW corner of the gym for you to use. It is each coach's responsibility to make sure baskets are at the uppermost position (10') at the end of your practice. (Please do not assume this gets done at the end of the night or when the last person leaves.) If you have any questions, contact the office 557-4424 6:45-3:15 M-F

Thank you,

Scott Peters

Principal Prairieland Elementary School

Updated: 9/2021