

Procedure #4500
Title: STAFF USE OF MSA ATHLETIC FACILITIES AND EQUIPMENT
Category: Personnel
Date of Initial Approval: 01-23-2024
Revision/Reauthorization Dates:
Reviewers: MSA Department Heads

I. PURPOSE

The purpose of this procedure is to clarify the use of MSA athletic facilities by staff members in alignment with MSA Policy #533 (Wellness – Nutrition and Physical Activity).

II. FACILITIES AND AVAILABILITY

Use of MSA athletic facilities is limited to staff members, during designated schedules that do not conflict with student use of those facilities. The schedules of practices, games, PE classes, and other scheduled activities will be shared via online calendars to help staff see available times for their use of athletic facilities. Staff members are required to vacate the premises if schedules change, and students need the facilities.

Indoor athletic facilities will be available between the hours of **6 a.m. and 8 p.m.** on days that school is in session. Staff members may use their ID cards to access athletic facilities identified below during those hours.

Indoor athletic facilities that are available to staff members are:

- MSAB Gymnasium
- MSAB strength and conditioning area (gym annex)
- MSAD Lauristen Gymnasium (upper level)
- MSAD Lauristen Gymnasium (lower level), including strength and conditioning equipment.
- MSAD - Tate Hall strength and conditioning area (Room B62).

Outdoor spaces listed below are also available to staff members and the general public, if students are not using those facilities at that time. Staff members have a higher priority for the use of those facilities over the general public.

- MSAB Sietz Field
- MSAD tennis courts
- MSAD Hanson Green

III. PROCESS

Staff members wishing to use MSA indoor athletic facilities must complete and submit the MSA waiver form for use of athletic facilities. The form can be found in the staff portal on the MSA website. The waiver forms must be completed once annually (after July 1st of each year). They may use the facilities whenever they are available, following posted schedules.

IV. LIMITATIONS AND EXPECTATIONS

- Use of MSA athletic facilities is limited to staff members only. If they wish to bring family members, friends, or other non-employees, they must complete facility rental agreements as outlined in MSA Policy #902 – Use of MSA facilities and equipment.
- Staff use of indoor athletic facilities and equipment is limited to days that school is in session and hours/schedules as posted. Staff may use the facilities during times when they are not scheduled to work.
- In addition to days that school is in session, outdoor facilities can be used anytime during weekends and/or non-school days. If staff members wish to reserve an outdoor facility for their exclusive use, they must follow facility rental agreements as outlined in MSA Policy #902.
- Use of indoor athletic facilities on weekends and/or non-school days must also follow the processes within MSA Policy #902. Staff members will be charged a discounted rate.
- Staff members are responsible for the safe and responsible use of machines, weights, and related accessories. Staff members must bring their own towels, water bottles, and balls/specialized equipment (i.e., volleyballs, basketballs, yoga mats, exercise bands, etc.). Staff members will not be allowed to access equipment storage rooms to borrow MSA equipment for their activities.
- Staff members are required to leave the facilities/equipment in good working condition and clean up after themselves (i.e., putting away items, wiping down machines, etc.)
- Use of weightlifting equipment must be performed in teams of two or more people – no staff member should utilize weightlifting equipment alone.
- Staff members are not allowed to use student locker rooms/shower facilities.