



# North Polk Facility Request Roster



Thank you for requesting a facility at North Polk. Please fill out the roster below, and return to the building administrative assistant along with proof of insurance for your group. Please return this within 48 hours.

## Gym Usage Guidelines

1. Gym Spaces can only be used for 1- hour segments, and only reserved 1 time per week.
2. If gym space is still available on the "day of", clients may schedule a second day in a week.
3. Gym space can only be reserved **2 MONTHS** in advance.
4. In-season activities get the first preference.
5. All youth organizations using the gym must send a **roster** and **proof of insurance** to the building secretary **prior to usage**.
6. 70% of participants **MUST BE NORTH POLK STUDENTS** to use facilities.
7. Non-North Polk Community School District residents will be **NOT** be allowed to use North Polk Facilities without special permission from the building principals the school board.
8. Gym Equipment will not be provided without special permission from the building principals.
9. Some activities **MAY** require custodial services, and a fee will be charged in those cases.
10. Gym times are as follows: (May fluctuate based on the season)
  - 5:30pm - 6:30pm
  - 6:30pm - 7:30pm
  - 7:30pm - 8:30pm
  - 8:30pm – 9:30pm (All participants for the 8:30pm time, must be 7<sup>th</sup> grade or older)
11. If you need to cancel a request, please contact the building administrative assistant with the permit number, date, time, etc.

	<u>First Name</u>	<u>Last Name</u>	<u>Grade</u> (If applicable)	<u>School Building</u> (If applicable)
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