



# North Polk Community School

## *Home of the Comets*

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### **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:
  - 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 MS aged or older)