

Information for Users/Renters of Gym and Commons

Lights - Lights in Commons, gym, restrooms, locker rooms and hallways are controlled by light and motion sensors. Lights go on automatically when there is insufficient daylight and when someone enters the area. Lights will go off after there is no movement for a certain amount of time.

Doors/Keys - You will be issued a key fob that will be activated through the IC school office for the hours that you have reserved the gym, commons and/or kitchen. Pass the key fob near the scanner located at the door of the area you have rented. The door will unlock for you to enter, you will need to key the doors unlocked if needed. The keys are hanging right inside the door. Return the key fob and check list to the IC office after your event.

Bleachers - No one is to sit on top of the bleachers when they are pushed in. If using/renting the gym, the request to use the bleachers must be made in advance so they can be put out for you.

Gym Equipment - PE equipment belonging to the school may not be used. Sports equipment like basketballs and volleyballs may be used if requested ahead of time.

Restrooms - Restrooms are located at the south end of the commons and in the locker rooms located in the hallway to the north of the gym.

Cleaning Supplies - A dry mop may be found in the south hallway between gym and restrooms.

Clean up - Facilities are to be left in the same condition as found. Check off the tasks on back of sheet when they are completed (or mark NA if for an area that you did not use). Return sheet with Fob. If an area is not left in good condition, you risk not having your deposit returned OR paying for cleaning at a rate of \$25 per hour (one hour minimum,)

(over for Clean Up Checklist)

St. Mary Center Commons

- ___ Room returned to original set-up.
- ___ Throw all trash in dumpster by gravel parking lot.
- ___ Wipe up any spills.
- ___ Check restrooms, make sure toilets are flushed. No running water. No trash on counters or floor.
- ___ Wash off all tables that you used.
- ___ Sweep the floor.

St. Mary Center Gym

- ___ Room returned to original set-up.
- ___ Throw all trash in dumpster by gravel parking lot.
- ___ Wipe up any spills.
- ___ Sweep the floor.
- ___ Clean up locker rooms.
- ___ Check restrooms, make sure toilets are flushed. No running water. No trash on counters or floor.
- ___ Clean out bleachers before pushing back.

Signature

DATE