

## Gymnasium Attendant Guidelines

1. Gym Attendant is responsible for promulgating gymnasium usage and coordinating and arranging the scheduling of activities in the gym with the Office Administrator and Building Administrator to avoid conflicts with other activities and programming within the facility.
2. Attendant will open building prior to arrival of players, and—
  - Dry mop gym floor to remove dust and other debris.
  - Turn on lights
  - Adjust gym thermostat, if necessary
3. Admit persons associated with gym user group only. If necessary, lock outside building entry doors.
4. Insure group sponsor reads and signs **Building Usage Application and Disclaimer and Hold Harmless Release Form** prior to players entering the floor. Request group sponsor inform all participants of agreement and call attention to signs on wall regarding liability.
5. Prepare **fee envelope**. Fill out fee envelope information and place gym fee money in envelope. Leave gym fee envelope in church office. Office records are maintained and Gym Attendant's compensation is paid from the envelope information. Gym Attendant should maintain his/her personal records.
6. Players to remain in gymnasium area and are not to use other parts of the building, except restrooms.
7. No smoking or alcoholic beverages allowed.
8. Caution persons to carefully monitor valuables brought with them. St. Andrew Church will not be responsible for individual personal property.
9. Gym or athletic shoes only allowed on gym floor. Street shoes and black soled shoes not allowed.
10. Nothing may be intentionally thrown from the gymnasium floor into the side ceiling storage areas or into the lights or ceiling area. No intentionally throwing balls against the walls. Kicking of basketballs and volleyballs is prohibited.
11. Gym Attendant may use Classroom 124 as work area during gym rental periods.
12. When activity is completed, dry mop gym floor and restore gym area to order for the next group's usage.
13. Return thermostat to proper setting, turn out lights, check restrooms, and insure all personnel have exited the facility prior to locking outside doors.
14. Available scheduling periods: Evenings, Monday-Friday. Saturdays, no later than 8:00 P.M. Sundays, after 2:00 P.M. Attendant must check office church schedule and insure gym usage does not interfere or conflict with other activities or programming scheduled in the building.
15. Contacts:  
Church Office: 452-1777    Building Administrator: \_\_\_\_\_    Chair, House & Property \_\_\_\_\_

**SAC Form 1003**  
**New: 12-2002**