

# OLCS GYM RULES & REGULATIONS

(For everyone, no exceptions)

## 1) Floors:

- A) Floors should be dust mopped so it can be ready for the next group.
- B) When floors are dust mopped, do not push sweepings under bleachers or into corners.
- C) Dust mop should be shaken outside away from building and doors.
- D) Dust mop, broom, and dust pan must be returned to restroom hallway.
- E) A wall mounted shop vacuum is located in the chair storage room to vacuum up sweepings.
- F) If floor covers were used they must be dust mopped, wet mopped for spills and rolled up onto racks neatly.
- G) If a mop and bucket are required to clean up spills, they are located in the Parish Center utility closet located between the boys and girls rest rooms. Mop, bucket, and sink should be rinsed and left clean. Be sure all doors are relocked and lights are turned off when leaving the Parish Center.

## 2) Bleachers:

- A) Remove all garbage and clothing from bleachers when your group is finished.
- B) Check for spills and mop up as needed.
- C) Last group must pull out bleachers if they are pushed in.

## 3) Restrooms:

- A) Be sure all commodes and urinals are flushed.
- B) Please inform school of any restroom problems.

## 4) The following **LIGHTS** must be off:

- A) Main gym ceiling lights.
- B) Dressing rooms
- C) Restrooms
- D) Storage rooms
- E) East and West vestibules.

## 5) The following **DOORS** must be locked:

- A) East and West doors leading to Parish Center.
- B) Main doors leading into school if they were opened.
- C) Any exterior doors used.

## 6) Keys:

- A) There should be no access to the main school except for special circumstances.
- B) The only keys any COACH OR ADULT SUPERVISOR should have are the Medco gym entry key and an "A or C" key that will access any door you may need.
- C) If kitchen is to be used those keys must be checked out from the school office.
- D) If Parish Center is to be used those keys must be checked out from the church rectory and returned to the church rectory.
- E) School or kitchen keys must be returned to Elaine in the school office per office instructions.

## 7) Diocesan Policy:

- A) The gym can not be scheduled during mass times unless it has to do with a church function.
- B) Those times are: Saturday: 3:00 pm – 7:00 pm  
Sunday: prior to 2 pm

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**8) Set-up and Clean-up:**

- A) If chairs and tables were used please make sure they are cleaned.
- B) Stack the green chairs in stacks of nine (9) and place back in P/C using dolly.
- C) Place fifty four (54) metal chairs neatly on each cart.
- D) Place 8' tables on cart stacked neatly.
- E) Fold round tables and roll back into Parish Center, lift over threshold to Parish Center.
- F) Clean floor covers and store as noted in 1E above.
- G) Remove all garbage and reline trash receptacles.
- H) Make sure all doors are closed.

9) **Please report** any vandalism, damage, or other noticeable problems as soon as possible.

10) **NO STREET SHOES ARE PERMITTED ON THE GYM FLOOR, SNEAKERS ONLY!**

11) **ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON SCHOOL GROUNDS!**

12) **GUM IS NOT PERMITTED IN THE SCHOOL, GYM, OR PARISH CENTER!**

13) For an emergency Mr. Tom can be reached on his cell at 814-860-1778 or home at 838-9558.