

St. Joseph Cathedral
GYMNASIUM USE GUIDELINES
Adopted by the parish Council on September 24, 1996
Revised – September 2000 and Revised – June 2004

Guiding Statement: the St. Joseph Cathedral Gymnasium (gym) is a parish facility which is physically and functionally linked to St. Joseph Cathedral School. It is designed and intended to serve as a multiple use facility for school physical education classes, athletic events, assemblies, functions which are dependent on the state and other events. While the gym is primarily used for school related activities, all legitimate parish users and uses need to be recognized and accommodated.

General Guidelines:

- A. The gym will operate on a priority user basis during the St. Joseph Cathedral School year, including the school holidays and vacation periods. Typically, this period will be from late August to late May. This means that St. Joseph Cathedral School and other parish organizations will be allowed to schedule events and activities prior to other users. In addition, St. Joseph Cathedral School and organizations will be allowed to schedule blocks of gym time for practices and games during athletic seasons, regular weekly activities such as adult exercise and longer duration events such as the school play and after school care. Athletic teams shall be limited to a maximum of two scheduled practices per calendar week. During the school year, other users will be able to schedule gym time for only one use period at a time in accord with provisions of the Specific Guidelines.
- B. A gym use schedule will be established based on the standard gym use periods. All users will conform their use to the schedule and to the established time periods.
- C. St. Joseph Cathedral School Staff will be responsible for the development of the standard gym use schedule. The school office should be contacted to arrange for gym use through the staff or a designated volunteer.
- D. No athletic gym activities are to be scheduled on Sundays before Noon unless approved by the Rector.

Specific Guidelines:

1. The gym may be used for any activity suitable for the indoors and appropriate for its design and parish provided equipment. Kickball is discouraged, especially for junior high school aged children and older. Soccer and throwing or hitting baseballs or softballs are not allowed in the gym.
2. The gym may be used for activities sponsored by St. Joseph Cathedral School and organizations and may be used for PAL league games (volleyball and basketball). No fee will be charged for these activities.
3. The gym may be used by parishioners who coach or direct non-St. Joseph Cathedral School teams (e.g. YMCA, Scout or AAU) and youth groups so long as at least half of the team/group is a St. Joseph parishioner. Teams/groups with less than half of the participants from St. Joseph can apply for an exception (in writing) through the gym coordinator. The exceptions will be reviewed by the

- Athletic Committee. No fee will be charged for these activities. The coach or adult leader can schedule gym time for these activities no more than 7 days in advance of intended use during peak usage months (November through February).
4. The gym may be used by parishioners for appropriate parish or school sponsored indoor activities. The responsible adult parishioner can schedule gym time no more than more than 7 days in advance of intended use during peak usage months (November through February). Parishioners using the gym for single time periods will pay a refundable \$50.00 deposit for the key. Immediately following gym use, the parishioner will place the key in the drop box in the basement walk-through door of the rectory. The refund will be mailed back to the adult parishioner the next business day of the parish office.
 5. All coaches, adult leaders, organization contact persons and others, with the exception of St. Joseph Cathedral School teachers, will pay a refundable \$50.00 deposit for a key. All keys will be returned within 7 days after the end of a season or activity, unless other, specific arrangements are made. The deposit may be forfeited after the 7 days, even if the key is subsequently returned. St. Joseph Parish reserves the right to recall one, more or all outstanding keys during a season or activity because of inappropriate use of the gym or another reason.
 6. Each coach, adult leader, or responsible parishioner will secure the gym at the end of the reserved use period, unless the coach, adult leader, or responsible parishioner of the next use period is present and assumes responsibility for the facility. A responsible person should not turn over the gym to children or others who claim to be involved in the subsequent activity. Note; A responsible person will have a gym key and, if there is any doubt, should be asked to show it. Securing the gym involves that the rest rooms are left in orderly condition useable by persons involved in the next activity, turning off all lights and electrical equipment, and locking all doors. If the snack bar was used during the activity, securing the gym involves cleaning the snack bar, placing all waste in containers intended for that purpose, mopping the floor, moving soft drink canisters to the location designated for pick-up, and otherwise assuring that the snack bar is readily usable for a future event.
 7. Each coach or responsible person using the gym will be given a copy of these guidelines and will be expected to comply with them. Paying a key deposit and accepting a gym key will be an acknowledgement that the responsible person has read, understands, and agrees to these guidelines. Failing to follow these guidelines may result in St. Joseph parish denying future use of the gym to that person. Furthermore, each coach or responsible person using the gym will be liable for any damages to the facility which occurs during their use period.
 8. Gym door locks and keys will be changed annually.
 9. Any usage that substantially deviates from these guidelines must be approved in advance by the Cathedral of St. Joseph Parish Council or the Rector. The gym may be used for activities deemed suitable and such use may be subject to a rental fee.

I have read and agree to abide with the St. Joseph
Cathedral Gymnasium Use Guidelines

Date