**GYM POLICIES & PROCEDURES**

**Effective May 19, 2014**

For all gym requests please contact one of our gym coordinators.

For any non-booster sponsored team request, the following policies will apply. All requests are subject to availability. Booster sponsored teams as well as school sponsored activities will take precedent. Any request must be affiliated to Blessed Sacrament School or Parrish. There must be two virtus trained adults present during the entire scheduled request. Requestor will need to correctly fill out the Facility Usage/Indemnity Agreement and email to Rick Schwab at rschwab@bscky.org prior to use, The requestor will then be assigned a code by our gym coordinator.

All booster sponsored team coaches will be assigned an individual code exclusively for their particular team. We ask all coaches to please punch in their code when they arrive for practice. These codes are meant for the coach and assistant coach only. Please do not share.

We ask that all coaches / assistant coaches / requestors to **please review the attached coach’s letter dated May 19, 2014**. Please share these policies and consequences with your players and parents. In the end the coach/requestor will be held responsible for any consequences given.

We appreciate everyone’s cooperation in keeping our gym as safe and clean as possible. Please feel free to contact the boosters with any questions.

Thank You

Blessed Sacrament Athletic Boosters