

August 2021

To Whom It May Concern,

As you are aware, the need for community facilities use at the Gretna Public Schools' is in great demand. The community of Gretna has grown to the point that our facilities are in constant demand and in constant use. As a community, we are fortunate to have school facilities and space for use, but space and time is limited and school activities must come first. Community gym time is to be used for basketball or volleyball practice. No soccer, football, baseball or softball practices are allowed inside the Gretna Public Schools. Community gym use times are not to be used for games or free space open gym times.

Enclosed you will find a copy of the Gretna Public Schools Community Facility Use Guidelines. **Please read these guidelines carefully as all community members who use the Gretna Public Schools' facilities will be expected to adhere to these guidelines.**

We realize that there will be teams who may not get the gym time and space that is desired. However, we are doing everything we can to create equal opportunity for all teams so as to hopefully benefit the highest number of Gretna students.

Enclosed, you will find a copy of the Gretna Public Schools' Community Gym Use Guidelines along with a copy of the Official Roster form. An Official Roster must be on file in any of the Gretna Elementary School or Gretna Middle School offices before any gym time will be scheduled. You can mail or email your roster to the addresses below, or drop it off at any school office before Friday, August 20. **The date GPS receives the Official Roster form does not establish position for scheduling gym time. An Official Roster form must be on file in a school office before any gym time will be scheduled. Teams with completed rosters and practice preferences on file, and submitted prior to 3:30 PM on August 20, 2021 will be used to establish the gym use schedule. Secretaries will begin the scheduling process on Monday, August 23, 2021. Gym times will be communicated to the coaches by the building secretaries and teams may begin using their scheduled times on Thursday, September 9, 2021.** Requests submitted after Friday, August 20, 2021 will be accommodated based on remaining availability.

As you know, the beginning of the school year is a very busy time for our school office personnel. School secretaries will be handling requests for community gym use. Please keep in mind as you make requests for community gym time and space that the priorities of these ladies remain with the needs of students, parents and teachers as we progress with another great school year at the Gretna Public Schools.

If you have any questions, please don't hesitate to contact one of us at the numbers listed below. Your cooperation with this process is truly appreciated.

## Gretna Public Schools' Community Gym Use Guidelines

1. All gym time shall be scheduled by lottery draw through the designated secretary or administrator for the Gretna elementary schools and middle schools. All gyms will have two time slots available, 6:00-7:15pm and 7:15-8:30pm, Monday, Tuesday, Thursday and Friday. Gym times will start at 6pm and no earlier due to the Kid's Connection Program and Middle School practices.
2. All Gretna Public Schools activities take precedence over scheduled community gym use. Scheduled community gym time can be canceled at any time as deemed necessary by the building administration or the Gretna High School Athletic Director.
3. All teams consisting of players in grades K-8 will be scheduled at the Gretna Elementary School, Thomas Elementary, Palisades Elementary, Whitetail Elementary, Aspen Creek Elementary, Falling Waters Elementary, Harvest Hills Elementary, Aspen Creek Middle School or Gretna Middle School.
4. All teams receiving times shall consist of a majority of Gretna School District students (**at least 50%**), and a Gretna resident or community member must be coaching or present at all times.
5. No soccer, football, baseball or softball practices are allowed inside the Gretna Public Schools. Community gym use times are not to be used for games or free space open gym times.
6. Each team, coach, shall be scheduled for one time slot per week. An Official Team Roster must be on file in an elementary school office or a middle school office before any gym time will be scheduled. If open gym time remains, teams may schedule a second weekly practice time by calling the school office the Friday before the second practice time is desired.
7. No gym use shall be scheduled on days when school is not in session or on Saturday or Sunday. Weekend gym time can be scheduled through the administration if a faculty member who is willing to take responsibility for the safety of those using the building and the security and care of the building in use is contracted for service. Faculty members may volunteer for this service. If it is not a volunteer service, the faculty member shall be paid \$40.00 per hour by the community group using the facility. If a custodian is needed, the community group will also pay \$35.00 per hour to the custodian for the time needed. A building use fee and utilities fee may also apply.
8. All students present for community gym use times shall be directly supervised by the adult responsible for the team. No students shall enter a building or the gym without the presence of a supervising adult. Only those students who are participating in the practice shall be present. No spectators or siblings shall be present during community gym use times.
9. All those using the school facilities shall leave the space as they found it. No drinks, with the exception of water, shall enter the gym at any time. All trash shall be picked up and all lost and found shall be taken care of by the adult providing supervision. Do not leave items such as sweatshirts, sweats, waterbottles or balls for school personnel to pick up.
10. No school equipment shall be used at any time, with the exception of the volleyball nets. Teams are responsible for providing their own basketballs, volleyballs, jerseys etc. The height of

## **Gretna Public Schools Security Reminders:**

The buildings of the Gretna Public School district must be secured at all times. These guidelines apply to district employees and to community members.

When athletic teams or clubs use the buildings, the coaches/sponsors are responsible for the security of the buildings and are expected to follow the guidelines issued.

1. All doors must remain locked at all times.
2. At NO time should doors be propped open.
3. At the start of the practice/meeting, one coach should wait by the door until all team/club members are present. All students must be in the direct supervision of an adult or coach/sponsor at all times. It works best if coaches/sponsors work together in regards to the supervision of students. One coach/sponsor should stay by the entry doors and one should provide supervision in the gym/cafeteria. If there isn't a second coach/sponsor to supervise the students in the gym/cafeteria, all students must stay with the coach/sponsor in the entry way until the group moves into the gym/cafeteria.

\*It is suggested that coaches/sponsors give their cell numbers to their team/club members and their parents. Explain that if a player/member is going to be late or if a parent needs to enter during practice time, that the coach/sponsor should be called or texted to let the party into the building. **PARENTS SHOULD NOT STAND OUTSIDE BUILDINGS AND POUND ON THE DOORS.** Custodians do not have the authority to allow people to enter the buildings.

\*Coaches/sponsors may also schedule "door parents" for practices. You then have a team parent at the doors for the entire practice/meeting to handle the building entrance needs of your group. **IT IS THE RESPONSIBILITY OF THE COACHES/SPONSORS TO MAKE SURE THAT THE "DOOR PARENT" IS AWARE OF AND FOLLOWS THE GUIDELINES.**

4. Community teams/clubs should not arrive earlier than five minutes before the scheduled time and should leave the building at the scheduled time. Do not try to slide into buildings as school students are leaving or Kid's Connection students are leaving. Coaches/Sponsors need to use the FOB to enter and then be responsible for the students entering the building.

We thank you in advance for your cooperation. We want to avoid disallowing groups to use the GPS facilities, so involved adults need to take this responsibility seriously to prevent the loss of building use.

**Official Team Roster** - RETURN TO ANY ELEMENTARY SCHOOL OR MIDDLE SCHOOL This form must be on file in one of the Elementary School or Middle School offices before any gym time will be scheduled. Once this form & the building contract form are on file, gym time will be scheduled by lottery draw on Monday, August 23, 2021.

**TEAM NAME:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**PLAYER GRADE LEVEL:** 2 3 4 5 6 7 8 **SPORT:** VOLLEYBALL or BASKETBALL \*\*Is this team associated with G1 or GBA? Yes or No

**COACH'S NAME/S & CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PH #: H#** \_\_\_\_\_

**C#** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

PLAYER NAME	SCHOOL THEY ATTEND (21-22)	CHOICE OF DATE & TIME
1 _____	_____	<b>1ST CHOICE M T TH F</b>
2 _____	_____	<b>6:00 / 7:15</b>
3 _____	_____	
4 _____	_____	
5 _____	_____	<b>2ND CHOICE M T TH F</b>
6 _____	_____	<b>6:00 / 7:15</b>
7 _____	_____	
8 _____	_____	
9 _____	_____	<b>3RD CHOICE M T TH F</b>
10 _____	_____	<b>6:00 / 7:15</b>
11 _____	_____	
12 _____	_____	

(ALL Gym times will start at 6pm and no earlier due to the Kid's Connection Program & MS practices) **CHOICE OF PRACTICE LOCATION (Prioritize #1 - #9)**

Aspen Creek Elem (ACE) _____	Falling Waters Elem (FES) _____	Gretna Elem (GES) _____
Harvest Hills Elem (HES) _____	Palisades Elem (PES) _____	Thomas Elem (TES) _____
Whitetail Elem (WES) _____	Gretna Mid Sch (GMS) _____	Aspen Creek MS (AMS) _____

I have received a copy of the Gretna Public Schools' Community Gym Use Guidelines, and I will adhere to these guidelines. Signature:

\_\_\_\_\_ Date: \_\_\_\_\_