AISD GYMO USE MEMO

Practices for teams using AISD Gyms

- If your team will not be practicing on your scheduled days or will no longer be using AISD gyms for practice, please contact Kids, Inc. a couple of days in advance so that the custodial and maintenance staff will not open the gyms.
- Gyms will not open until exactly 6:00 or 7:30 on scheduled days. If the gates or doors are not open, call the Kids, Inc. emergency number at (806)576-8005 (also at the bottom of your Gym Rental Agreement) or contact our office the next business day and we will reschedule for another day, if possible.
- Once your team leaves for the night, please make sure the door and gates are secure.
- At the request of AISD, we are asking coaches and parents to ensure that elementary gyms remain closed and not propped during the entirety of practices!

*Elementary gyms are PE teacher's classrooms and need to be treated accordingly. Classroom material is not for public use and we are asking coaches to inform your team not to bother anything. The gyms also need to be cleaned up after each team's practice. Please check restrooms for lights and trash, as well.

As stated previously and also on your gym rental agreement -

The gym is the property of the school district (AISD).
There is to be no food and/or drinks in the facility.
Please do not allow children to run around unattended.
You (Coaches) will be responsible for damages occurred during your reservation time and possibly immediate cancellation of gym time!

Game Days (for Parents and Coaches)

- Gyms will open no later than 15 minutes before the first game of the day. If you are locked out of your gym on game days and practices, the Kids, Inc. Emergency number for emergencies, after hours is (806)576-8005.
- No food or drinks are allowed in the elementary gyms or the middle school gyms.
- Please do not allow children to be left unattended in the gym or foyer areas.
- On the last games of the day, we ask that everyone exit the buildings as soon as possible, so that the custodians can lock up the gyms.

Door Monitors will be provided at Middle School gyms during games. We ask our officials, coaches and parents to ensure that gym doors remain closed and not propped during the entirety of games.

Gym doors CAN NOT be propped open during game times. Please only enter gyms through the main door of the gym and do not use the other two doors, unless it is an emergency to evacuate the gym. Gym doors must remain locked during usage to maintain a safe environment for everyone!

It is very important that we share with parents that doors can not be propped at any time during games or practices!

As the head coach, we are asking you to relay this message to your parents and guardians. If you have any questions or concerns in regards to this email, please contact our office during business hours.

Thank You for your time!

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