

## Public Use of Gym for Practice Times - Guidelines

### **HIGH SCHOOL SPORTS TAKE PRIORITY -HS GAME NIGHTS GYMS WILL BE CLOSED**

**AUGUST: no teams are scheduled until school begins.**

1. Teams are allowed to schedule one time per week before a calendar month begins.
2. Teams may schedule additional time per week after a calendar month has begun
3. Three time slots are available each night. 6 PM - 7 PM, 7 PM -8 PM and 8 PM - 9 PM
4. Wednesday is reserved for Adult Use Only from August through April.
5. The Elementary Gym has 2 spaces available, The High School Gym has 2 spaces available and the Multipurpose Room has 1 space or 2 spaces available depending on needed use
6. **Scheduling for a calendar month begins one week prior to the start of the month**
7. Gym Times are not available on nights of Music Concerts, Dance Team Night and Conferences
8. Gym Times are also not available on days when no evening Janitor is working or days when school is not in session. Weekends fall under this umbrella.
9. Evening Gym Times are canceled if Hinton releases early due to Winter Weather or cancels school due to Winter Weather. Scheduled early outs do not affect evening gym times.
10. Groups are to provide their own balls to use for practices. Nets and baskets will be available for use.

**11. HS GYM: PLEASE SWEEP THE FLOOR BEFORE YOU PRACTICE!! ALSO PLEASE ENCOURAGE KIDS TO HAVE AN EXTRA PAIR OF SHOES TO PRACTICE IN!!**

## Public Use of Gym for Practice Times - How To Request Times

**Facility Use for December & January – limited to in-season sports: Motion was made by Binneboese, seconded by Vondrak to approve limitation of scheduled gym usage to in-season sports throughout December and January. Motion carried 4-0. 11/16/16 Hinton CSD Board Meeting**

1. Each month a hyperlink to a Facility Schedule will be placed on the school's website. This link is found on the school's homepage and will be titled "MonthName Facility Schedule"
2. Clicking on this link will display a calendar/document that shows what times are available for a given month.
3. To request time slots, please e-mail your selections with date, time and location to Assistant Athletic Director [alex.black@hintonschool.com](mailto:alex.black@hintonschool.com)
4. After receiving requests, the Athletic Director will place the name of the person/group reserving a time slot on the document. This document updates in real time allowing everyone to see the most updated schedule.
5. **Time slots will be scheduled in the order they are received.**

**PLEASE PICK UP AFTER YOURSELVES-NO CHAIRS ARE TO BE BROUGHT IN FROM THE CAFETERIA AREA-SHOULD YOU PUT THE NET DOWN THEN RAISE IT BACK UP-PLEASE THROW YOUR TRASH AWAY**