

MATANUSKA-SUSITNA BOROUGH
BOROUGH GYM
ADMINISTRATIVE POLICY

POLICY STATEMENT

The Borough Gym located at 350 East Dahlia Avenue, Palmer, Alaska shall be reasonably made available to all citizens of the Matanuska-Susitna Borough within the limits of available funding and resources.

The Borough Gym shall be used for community activities of an educational, recreational, social or cultural nature. The Borough Gym use shall be made available to those groups who can provide capable, responsible, and approved adult supervision.

The Borough Gym shall also be made available on a priority basis for Borough related activities, including, but not limited thereto, federal, state, and local government functions.

The Borough reserves the right to grant or deny permission to use the Borough Gym at its sole discretion.

The Borough shall have the right to cancel any and all use requests when it is deemed in the best interest of the Borough.

The Borough Gym is directly under the Recreational and Library Services Division of the Community Development Department. The maintenance and custodial duties of the Borough Gym is under the Recreational Services Division and the Department of Public Works.

Use of the Borough Gym by any group or individuals, private or public, shall be granted by a Facility Use Request Form approval process. This form must be completed by the applicant and approved by the Borough.

Unauthorized use of the Borough Gym by any group or person is strictly prohibited and may be deemed a trespass by the Borough.

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GENERAL RULES

No group or individual will be granted use of the Borough Gym without an **adult supervisor**, approved by the Borough nor will they be admitted to the building until the supervisor is present.

No group, individual, or organization may sublet their use of the Borough Gym to any other group, individual, or organization unless approved by the Borough.

The Borough building custodians on duty are responsible for the care of the Borough property and will supervise the operation of the physical plant. They will check on groups or activities to ensure that programs or activities are complying with the policies, regulations, and rules. The approved adult supervisor is responsible for the overall area supervision and coordination of groups and activities.

Prepared foods may be served if prior approval from the Borough is obtained and such activity does not interfere with the use of the Borough Gym. Special considerations are necessary if use of electrical or other cooking appliances is requested. **No more than 2 appliances are to be plugged into a single outlet (more than 20 amp or 2000 watts require prior approval from the Borough).**

Activities are to be concluded in time to permit cleanup within Permittee's scheduled Borough Gym use time, plan accordingly. All groups or individuals are responsible to clean up the area after use. The rooms and Borough Gym must be returned to the order of arrangement they were in before scheduled use. Violations may result in denying further use and or charges for cleaning services.

Equipment and materials stored in the Borough Gym are used at the users' risk. The Borough will not be liable for its abuse or theft.

If a Permittee fails to use the space on a regularly scheduled basis or if two successive sessions are missed without notification, the Borough Gym use may be terminated.

The use of alcoholic beverages or illicit drugs in any form is prohibited on the Borough premises, including all buildings and grounds. Smoking is prohibited within the Borough building. Fighting, betting, gambling, or any other illegal activity is strictly prohibited. **There are no exceptions.**

The Borough has the right to stop any and all activities at any time if in his judgment there are violations of the policies, regulations, or rules, or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.

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All Borough related uses of the Borough Gym shall have first priority in the use of all facilities and may pre-empt previously arranged activities. In cases of cancellation due to these Borough programs, as much prior notice as possible will be given.

Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to the Borough prior to his issuance of any Use Permits.

Permit holders must comply with all applicable State and Federal laws, Borough and City ordinances, Borough policies, regulations, and rules. All measures necessary to ensure the safe, healthy, and lawful conduct and fire and police protection, shall be undertaken and financed by the permit holder.

Use permits are limited to the gym and gym foyer, during the days and hours specified. The scheduled time must be strictly adhered to. Failure to comply could result in a penalty being assessed. The permit holder will be expected to furnish his own expendable supplies (e.g., basketballs, volleyballs, tennis balls, etc.).

Any damage to the building or equipment (other than normal wear and tear) will be charged to the permit holder.

The Borough shall have authority to impose reasonable conditions at its discretion.

Extra costs, including labor costs for special services performed by the Borough employees will be charged to the using organization when such services are necessary.

The Borough may revoke a Borough Gym Use Permit for violations of policies and rules which come to the attention of the Borough after issuance of this permit.

Gym capacity is 500 occupants for meetings and 360 occupants for events.

As a general rule, a minimum of one supervisor is required at the following ratios:

- a. for each group or portion thereof, consisting of ten (10) preschool age children;
- b. for each group or portion thereof, consisting of twenty (20) high school age children.

Exception to this rule may be made by the Borough at its discretion if it is determined the circumstances warrant the waiver.

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NORMAL OPERATING HOURS

The normal operating hours of the Borough Gym shall be as follows:

Monday through Sunday 8:00 AM – 10:00 PM

Only under special circumstances, as deemed appropriate by the Borough, shall the gym be used during times other than those noted above. Under such times, the Borough may impose special conditions and may establish reasonable fees.

PAYMENTS

Payments are due and payable by the 1st of each month for long term rentals. Payment will be required **in full** for short term rentals. Short term rentals are 15 hours or less in duration.

Keys shall be issued upon a receipt of a key deposit. This deposit will be refunded if said key is returned within 10 working days of the completion of contract.

GYM RULES

1. Only approved individuals or groups are allowed in the gym.
2. Individuals are not to climb on or around equipment stored in the gym or protruding from the walls.
3. Only tennis and gym shoes are allowed on the floor during any activity. Neither hard-soled nor black-soled street shoes, boots, etc., are permitted. No skateboards and only synthetic wheel in-line skates allowed. **NO BICYCLES** or tricycles of any kind. Any organization violating the above may be assessed a \$75 fine for the first offense and permanent suspension from use of the gym for a second offense.
4. When entering or leaving the gym make sure all lights are turned off and all doors are locked. The light switch (button) (to turn the lights on/off in the gym) is located between the center doors. Please remember that it may take five to ten minutes for the lights to become fully illuminated.
5. **The men's and women's bathroom facilities are located downstairs and are to be used by participating individuals or groups.**
6. Food and beverages are not allowed in the gym unless approved by the Borough.
7. Smoking is prohibited in the Borough building.
8. Individuals or groups are required to bring its own supplies, basketballs, volleyballs, etc.

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9. Cleaning equipment, such as dust mops, brooms, mops, etc. will be stored in the gym foyer closet. Individuals and groups are responsible for cleaning (sweeping, mopping, picking up soda cans, candy wrappers, etc.) the gym floor and foyer area.
10. In case of an accident, contact the building supervisor and/or custodians during regular business hours at 745-4801. First aid supplies are located in the Borough office building. Whenever possible; however, each group should bring their own first aid supplies.
- 11. In case of emergencies call 911. For building emergencies, after hours only, contact the Recreational Services Manager at 792-9959.**
12. In case of fire, pull the fire alarm located on either side of the gym. The building supervisor should act accordingly and direct participants out the nearest exits.
13. **Supervision of Children.** If you are leading a children's class or activity, never leave the gym class unattended. All children should leave the building before or at the same time the supervisor leaves. Children of guests attending an event sponsored by the permit holder will not be allowed to roam the building, nor play unsupervised in the gym or the gym foyer.
14. **Permit Beginning and Ending Time.** Scheduled time includes set up and clean up. If you need more time, please schedule this additional time into your request.
- 15. At no time are individuals allowed to remain in the gym while another class or activity is being conducted. Individuals are requested not to enter or disturb classes or activities of another Permittee.**

The above *Administrative Policies, Regulations, and Rules* dated March 8, 2013 are hereby approved and instituted until and unless amended by the Borough.

MATANUSKA-SUSITNA BOROUGH

/S/

Hugh Leslie
Recreation & Library Services Manager
745-9868