

GUIDELINES FOR USE OF COMMUNITY CENTER
AS PER ATHLETIC ASSOCIATION
4-17-2006

GENERAL COMMENTS

1. Groups seeking access to the community center will seek permission through the Parish office and normal scheduling procedures. The Athletic Association embraces the philosophy of access for the proper use of the facility by the entire St. Mary Community.
2. Groups utilizing the community center will be responsible for proper maintenance before and after use. The Athletic Association will be responsible for maintaining the facility only for use directly related to Athletics.
3. Scheduling of non-athletic events will defer to team practices and Tuesday night men's league basketball. The volleyball and basketball team practices run approximately from the second week in August through the second week in March. Please note there are times the community center is reserved for athletics but due to league scheduling there may be slot openings. Conference with the Parish office and Athletic Association can determine these slot dates once league scheduling is finalized for respective sports.

SPECIFIC GUIDELINES FOR USE OF THE COMMUNITY CENTER

HARDWOOD FLOOR

1. Dry mop floor with large floor mop prior to event. Sweep or vacuum debris into garbage cans. **DO NOT SWEEP THE DEBRIS OVER THE METAL RAMP ENTERING INTO THE STORAGE AREA OR LEAVE IT FOR THE NEXT GROUP. SWEEP OR VACUUM AT THE DOORS.**
2. All garbage cans are to be lined with clean, heavy trash liners prior to your event.
3. No concession, food, drink, etc., to be allowed on the court surface.
4. No physical activities on the court surface without appropriate athletic shoes. Normal walking with clean street shoes is acceptable.
5. Any spill, tracked dirt/salt, snow, etc. to be addressed after event-end dry mopping has been completed. These areas are to be addressed with the smaller damp mop and a light spray of "Squeaky Clean" cleaning solution. This mop is a 24 inch mop with blue removable, washable Velcro attachments. Please note this procedure is similar to maintenance of residential hardwood floor. Do not use dry mop or wet mop for this procedure. Use no other cleaning product other than the prescribed "Squeaky Clean" as per floor installer's instructions. Please contact building maintenance department for "Squeaky Clean".
6. Any event scheduled during bad weather (snow) will require attention to placement of additional floor mats or runners to reduce tracking dirt and moisture onto the court surface. See Maintenance Department for these items.
7. Empty all garbage cans and replace with new, clean liner. See Maintenance Department for these items.

FURNITURE USE ON THE HARDWOOD FLOOR

1. Only furniture with appropriate glides will be allowed on the court surface
 - Stacking chairs with plastic glides
 - Folding chairs with intact rubber feet protectors
 - Tables with intact rubber feet protectors and rubber rollers
 - If the stacking chairs or folding chairs are missing a plastic or rubber protector on one or more legs, do not use them. It will scratch the floor. Report these chairs to the Maintenance Department.

BLEACHER FUNCTION

1. Under no circumstances should any person, large or small, be allowed on the bleachers when they are in the closed position. The apparatus is in a cantilevered position while closed and any pressure at that time could cause bending to the closing mechanisms. The bleaches may then not open or close properly.
2. Extending the bleachers requires the use of a “pig-tail” controller which is located in the cabinets of the concession area near the blue doors. The connection to the control unit is located under the Northeast corner of the bleachers by the emergency exit.
3. Opening and closing the bleachers requires plugging in the controller and simply pressing the appropriately marked arrows. One for in, one for out. Always check to be certain the bleachers are clear of people, debris, balls, etc., prior to opening and closing. This inspection must be done for the seating side surface as well as underneath.
4. The emergency shut-off is located on the wall near the same exit door.
5. The motor is self limiting in both directions. Once the system stops moving it is in its full open or retracted position unless the operator has failed to inspect for an object that may hinder the apparatus’ movement.
6. Wheelchair cut-outs require manual manipulation of these sections. Once the larger portion of the bleaches is extended, the smaller wheel chair cut-outs are pulled out manually. They will snap into place. To retract these sections, simply turn the small handles and gently push the smaller section into place.
7. Immediately return the controller to the cabinet.

BLEACHER CARE

1. Prior to closing the bleachers, blow any loose debris from the seating and footing surface with a common electric leaf blower from one end continuing to the other. Any remaining dirt, spill, food stuffs will require the use of "Squeaky Clean" as described for the court surface. Use the same blue, damp mop with a light spray of the cleaning solution. Stubborn stains or sticky foods may require hand wiping with a clean, soft Terri-cloth rag.

RAISING MAIN COURT BASKETS AND CURTAIN DIVIDER

- The main court baskets and the electric room divider/curtain are electronically operated. The control boxes are located on the wall separating the Community Center from the concession area at the entrance to the Community Center.
- The key for the control boxes is located on a hook on the wall just inside the double doors separating the Community Center from the athletic storage area.
- Insert the key gently and turn the key in the appropriate control box to raise or lower the appropriate device.
- Visualize the apparatus as it raises or lowers to insure proper function. Report any malfunctions to Maintenance Department immediately.
- Return the key to its original location immediately. Do not leave the key in the control box during your event.

SOUND SYSTEM

- The sound system controls are located in the cabinet just inside the door leading the P.E. office. While the door to enter the room is locked the sound system or cabinet in which it is placed is not locked.
- The master switch will turn on the entire system.
- Volume controls are located in the middle of the components and are marked #7 and #8. No other adjustments should be necessary.
- Microphones can be plugged into the wall at mid court.
- Turn off the system once event is finished, closed the component door and the cabinet door. Relock the wooden entry door.