

Gymnasium Facility Usage Agreement

This agreement governs your reservation(s) of Ankeny School District Gymnasiums, through the Community Gym Reservation Program, administered by the City of Ankeny Parks & Recreation Department. **YOUR PLACEHOLDING IN THE LOTTERY WILL BE SECURED ONCE THIS REGISTRATION IS COMPLETE.**

Registration completion will hold you responsible and accountable for your party's adherence to its scheduled reservation date/time and facility, rules compliance, proper conduct, and damages to school property that are associated with said reservation. As the reserving party, you will be held financially responsible for damage to school property that arise from your rental.

Guest in Facility: Please remember that you are a GUEST at an Ankeny School District Gymnasium; please adhere to school rules and regulations, included on **ATTACHMENT "A."** As the reserving party, it is your responsibility to communicate rules to your entire user group.

Gymnasium Rules: Please read through and understand the rules and regulations, included on **ATTACHMENT "A."** Questions regarding gym rules should be directed to Parks & Recreation Superintendent Ryan Harkema at 515-963-3571 or at rharkema@ankenyiowa.gov.

Reservation Dates/Times: Registering will secure your placement in the lottery. For each team or group, you will reserve time for, please make sure to register a deposit. I.E., if you are coaching for a son's basketball team and a daughter's basketball team, please register and pay the deposit twice, so that each team will hold a place in the Lottery. Recreation staff will contact you to schedule your reservation request based on dates, times, and facilities that are available. It is your responsibility to record your reservation dates, times and facilities so that you show up on the correct date, at the correct time, and at the correct facility. Please remember that all times scheduled through Parks and Recreation are subject to change.

School District Reserved Rights: The School District always has PRIORITY for gymnasiums. At times there may be unforeseen conflicts. We will notify parties involved as soon as we become aware of the emerging conflict to make arrangements to cancel, relocate, or reschedule.

City Reserved Rights: Ankeny Parks & Recreation sponsored activities have priority over public gym usage. **THE CITY OF ANKENY RESERVES THE RIGHT TO REFUSE RENTING FACILITIES TO THOSE WITH OUTSTANDING RENTAL INVOICES, OR TO THOSE WHO BREAK RULES OR POLICIES SET BY THIS AGREEMENT AND ATTACHMENTS.**

Weather Cancellations: If Ankeny Schools cancel school, all gymnasium activities are automatically cancelled. Please contact the Parks & Recreation **weather hotline** for updated information, **515-963-3575**. The School District does not routinely dispatch snow removal crews after 3:00p.m. or on weekends. Guests of the facility must take

caution in inclement weather and are also encouraged to minimize the tracking of sand or precipitation into the school.

24-Hour Cancellation: Should you need to cancel a gym time, please contact the Parks & Recreation Office at 515-963-3571 at least 24 hours in advance. There will be a \$5 fee assessed for every canceled practice time. You will be assessed the entire gym fee if there is not a 24-hour notice given. The City of Ankeny reserves the right to charge renters for not providing 24-hour notice. Cancellations for weekend reservations must be made by Friday of that week by 12:00p.m.

Gym Supervisors: Every school has a gymnasium supervisor, an employee of the Parks & Recreation Department. A supervisor will be present for every reservation you have in a school gym and will be identified with a City of Ankeny staff shirt. **IF THE SUPERVISOR IS NOT PRESENT, PLEASE CALL RYAN HARKEMA AT 641-660-4640 IMMEDIATELY TO CONFIRM THAT YOU ARE IN THE RIGHT FACILITY ON THE CORRECT DATE/TIME.**

Billing/Invoices: You will be invoiced for any unpaid balance at the conclusion of each Lottery. Full payment of invoices is expected within 30 days. A \$50 deposit is required before scheduling Lottery II. All payments due must be received before further reservations can be made.

Hold Harmless: This Agreement indemnifies and holds harmless the City of Ankeny and Parks & Recreation staff; and the Ankeny Community School District and School District staff, from any and all claims of liability that may arise out of said reservation. As the reserving party, you will be held financially responsible for all damage that arise from your gym reservation.

General Questions or Concerns: Ryan Harkema, Recreation Superintendent of the Ankeny Parks & Recreation Department is staff liaison to the program. Please contact him at 515-963-3571 or rharkema@ankenyiowa.gov if you have any questions or concerns regarding this agreement or the program.

THE CITY OF ANKENY APPRECIATES YOUR INVOLVEMENT IN THE COMMUNITY GYM RESERVATION PROGRAM AND LOOKS FORWARD TO WORKING WITH YOU IN SCHEDULING YOUR FACILITY NEEDS THIS SCHOOL YEAR. REGISTERING FOR EITHER OF THE GYM LOTTERIES ACKNOWLEDGES THAT YOU HAVE READ THROUGH, UNDERSTAND, AND AGREE TO THE PROVISIONS AS LAID OUT.

Gym Usage Rules

1. If Site Supervisor is not present at the facility upon arrival...contact Ryan Harkema immediately @ 641-660-4640.
2. Teams should not report more than 5 minutes prior to their scheduled time
3. Teams must vacate the gym promptly at the conclusion of their practice; do not go over your time slot
4. Children must be always supervised
5. Majority (over 50%) of the group must be Ankeny residents
6. No food, beverage or tobacco products are allowed in school facilities
7. Pick up and clean up after yourself
8. First aid supplies are available from the Site Supervisor
9. All school equipment and property should not be touched
 - a. Ropes, bars, climbing walls, etc.
10. Balls are not allowed outside of the gym (hallways)
11. Teams cannot extend their practices in the hallway
12. Renters only have access to the gym and restrooms; the rest of the facility is closed
13. No dunking or hanging on rims for any purpose is allowed
14. No cleated or black soled shoes that mark the floor are allowed
15. Unsportsmanlike conduct or profanity will not be tolerated
16. No outdoor baseball or softballs may be used
 - a. "Softie" balls are allowed
 - b. Whiffle balls are allowed
17. No batting practice of any kind is allowed inside the gyms, regardless of whether softie or whiffle balls are being used.
18. Share equipment with other renters
19. You must abide by each facility's specific rules