

POINTS OF EMPHASIS

- **RENTAL LIMITATIONS:** Only one time slot will be given to each person and no group may rent space for two consecutive time periods.
- **CO-OPERATION:** We endeavor to work together with the schools on the subject of gym usage. Please realize that any school function involving students has first priority for use of the school building. For the most part, the schools give us adequate notice of any cancellation and we notify gym rental groups as soon as we can. In some rare instances, we receive short notice and therefore we cannot let you know about the cancellation as early as we would like. **PLEASE REVIEW YOUR PERMIT AND MAKE A NOTE OF ANY DATES THAT ARE HIGHLIGHTED WHEN THE GYM IS NOT AVAILABLE.**
- **WEATHER CANCELLATIONS:** Whenever the Ann Arbor Public Schools are closed due to inclement weather, all gym rentals are cancelled.
- **AUTHORITY IN THE SCHOOLS:** Be prepared to show your "Permit Contract" to the custodian (or other person in charge of the building) each week. Rental or outside groups must realize that any requests by the custodian regarding the use of school property and time limits must be complied with. Please be aware that the principal or other school personnel may be in charge of the building in the evenings and requests by them should also be complied with.
- **TIME LIMITS:** In order to avoid the possible loss of available gym time and as a consideration to other groups, please keep to your scheduled time. **All gym users must be out of the gym no later than 10:00pm or 10:30pm depending on the school.** By following this procedure, the custodians will have ample time to clean the facility. Failure to leave the gym at the appropriate time could result in overtime expenses and possible loss of rental privileges. If you are having problems with your time allocation, please contact Katie McCoy at 994-2300, ext. 53230.
- **RESPECTING SCHOOL PROPERTY:** Please do not abuse or misuse school equipment or property. Damage to school property will result in costly repairs, inconvenience to other groups and loss of gym time. Please refrain from bouncing or throwing balls in the hallways. Food is not allowed in the gyms.
- **FOOD ALLERGIES:** Please be aware that many of our schools serve students with severe food allergies. Buildings will have this information posted prominently. You are obligated to inform the members of your group and remind everyone to honor the posted prohibitions. No food is allowed in the gym.