Resurrection Catholic Parish
Gymnasium Use Policy

Updated: September 2025

Purpose

This policy both promotes and protects use of the Resurrection Parish Gymnasium (Gym). The Gym is primarily an athletic/physical fitness facility. As such, it will mostly be used during the school year by the Resurrection School Physical Education (PE) Department and CYO (Catholic Youth Organization) Sports Programs. Additionally, the Pastor desires to promote other usage of this great facility. Priority will be given to Parish-sponsored events. This policy regulates Gym usage.

Approval to Use

The Parish Business Manager has overall supervision of the Gym. Except for the regularly scheduled School Physical Education Program, anyone wishing to use the Gym must submit a "Request for Gymnasium Use" form, completed and signed by the adult supervising the event or by the CYO Commissioner, respectively. The Parish Business Manager must approve the form and give approved forms to the Parish Receptionist for placement on the Parish Calendar. The applicant will be given a copy of this Gymnasium Use Policy.

Priority

The Parish School will have priority during the school year on weekdays, and on evenings or weekends for special occasions. The PE staff has supervisory responsibility for Gym use during school hours and school events. Resurrection CYO will have priority use after school hours on weekdays and for CYO league play on weekends during their basketball and volleyball seasons. The Resurrection CYO Commissioner has supervisory responsibility for all CYO activities.

Parish ministries, such as Faith Formation, and other groups can use the Gym for athletic activities or events whenever it is not in use by the School or

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CYO. Occasionally, Parish events may require the space provided by the Gym. This is defined at the beginning of the Ministry year. Supervisory responsibility rests with the applicant for the group requesting use of the Gym (Event Lead). The applicant/designee must be present at all times, during Gym use. The applicant or designee may be a coach, staff member, parishioner, parent, or adult volunteer. For any matter regarding use of the Gym, including if Rules and Responsibilities are not followed, the Event Lead is the contact.

Protecting our Gym

It is our hope that everyone granted use of the Gymnasium will take personal ownership for its care and the enforcement of its rules and regulations. Misuse will result in consequences leading up to and including denial of access to the Gym.

Gymnasium Use Rules and Responsibilities

1. Resurrection School has priority Gym use from August 25th to June 20th, Monday through Friday, between the hours of 7:30 a.m. and 5:00 p.m. The school PE staff has supervisory responsibility for Gym use during these hours.
2. Resurrection Faith Formation has priority Gym use from October 1st through May 31st on Sundays between 9:00 a.m. and 2:00 p.m.
3. Resurrection CYO will have priority for practice after School and Faith Formation hours and during CYO basketball and volleyball seasons, as noted in the Calendar on the Resurrection Parish website. The Resurrection CYO Commissioner has supervisory responsibility during all CYO events.
4. Other Gym requests—separate from higher priority Parish-sponsored events or scheduled gym maintenance—must be booked with the Parish

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Office by submitting a completed “Request for Gym Use” form. Supervisory responsibility rests with the applicant for the group requesting use of the Gym (Event Lead).

5. Supervisors responsible for scheduled Gym activities must be present during the entire period of usage.
6. Children in the Gym must be supervised by an adult at all times.
7. No liquids other than water are allowed in the Gym. Only bottled water for use by the participants is permitted during athletic events.
8. No eating or gum chewing is allowed in the Gym. If a person is found eating or chewing gum, they will be asked to discard it. If they refuse, they will be asked to leave the gym. If they refuse to leave, the team with whom they are associated will forfeit their time in the contest.
9. Gym court users must wear appropriate, clean, gym shoes before entering the court.
10. Gym users must use only **painter’s masking tape** to affix anything to the Gym walls or floor. All taped items and tape must be completely removed at the conclusion of the event.
11. Prior to approval for use, Gym users must be properly trained in the use of gym equipment.
12. Only adults specifically trained in the use and operations of bleacher setup and storage are permitted to move the bleachers and use the electric tractor.
13. The adult in charge is responsible for proper setup and storage of any equipment used and for Gym cleanup per the “Resurrection Gym Checklist.” Any equipment that has been moved or altered must be returned to its initial state at the conclusion of the event, e.g., all basketball goals to playing position, bleachers stowed, all equipment stowed, lights off, all doors locked, etc.
14. All equipment malfunctions or damage must be immediately reported to the Parish Office at 503-638-1579.
15. Groups using the Gym accept financial responsibility for any damage caused as a direct result of their use of the Gym.

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16. Pets are not allowed in the Gym.
17. Spiked or stiletto heeled shoes are not allowed on the Gym floor at any time.
18. It is the PE staff's, coach's, or Event Lead's responsibility, respectively, to enforce these rules.

Gymnasium Access and Key Control Procedures

This Procedure establishes the approval process and key control procedure to prevent misuse of the Gym through unauthorized access. It also defines the role of the Parish Event Leads for the groups and organizations authorized to use the gym. It does not define the procedures for scheduling Gym usage but instead defines the responsibilities of the person(s) entrusted with access to the gym. It, therefore, complements the Gymnasium Use Policy.

1. The Parish Business Manager has overall responsibility for use of the Gym and the authority to grant or deny Gym access. While the Business Manager has ownership of the gym keys, actual physical control of the keys is delegated to the Receptionist.
2. Every group or organization must have an Event Lead. The Event Lead assumes responsibility for the use of the Gym by a group or organization and signs the applicant's "Request for Gymnasium Use" form authorizing the applicant to obtain a Gym key for the prescribed period and purpose.
3. Upon approval of a "Request for Gymnasium Use" form, the Receptionist determines the need for assigning a Gym key to the applicant authorized by the form. If a key is to be loaned, the number of the key is noted in the Gym Key Log along with the issued and expected key return dates as shown on the "Request for Gym Use" form. The Receptionist also enters the assigned key number on the completed Gym Use form.

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4. Responsibility for a Gym key cannot be transferred. Authorization for Gym use by an organization or group is only through the applicant/Event Lead named on the “Request for Gym Use” form. If a different person assumes responsibility for the organization or group, that person must complete a new “Request for Gym Use” form.
5. The recording of scheduled Gym usage periods is done by the Receptionist according to the Gym Use form. The forms will be collected and filed by the Receptionist. Usage period(s) will be added to the Parish Calendar and will notify the Receptionist when the usage period expires. If the key is not returned by the scheduled date, the Receptionist will notify the Event Lead.
6. Gym usage is restricted to the time period(s) listed on the “Request for Gym Use” form. Possession of a Gym key does not authorize casual, or unscheduled, Gym use. Additional use by an organization or group requires the period(s) to be scheduled by the usual procedure described in this Policy.
7. The Receptionist does not authorize Gym usage, monitor Gym usage, or assign Gym keys to users except for keys in the Receptionist’s possession for that purpose. A “Request for Gym Use” form is required for these purposes and is provided to the Receptionist in advance. Contractors, service personnel or visitors needing access to the Gym must be arranged in advance with the Facilities Manager.
8. The Facilities Manager may also loan a gym key to a contractor or to service personnel. A “Request for Gym Use” form is not required as the Facilities Manager assumes responsibility for the key. If necessary, the Receptionist or School is notified, in advance, if the contractor’s or service personnel’s activity interferes with any scheduled Gym activity.
9. The Event Lead’s responsibility is to ensure the Gym is not misused and that the Gym key is returned at the specified time. Only keys assigned to the School, the Receptionist, and the Maintenance staff may have an indefinite return date, subject to a change in personnel or assignments.

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10. All user organizations or groups have definite start and end dates for Gym usage. If an organization or group desires continuous Gym usage, the Gym can be reserved for no more than six months at a time. Gym usage for extended times requires submission of a new Gym Use Form for each six-month period.
11. The consequences for gym misuse are as set forth in this Policy.
12. A lost or destroyed gym key will be replaced at the user's cost.