

Use of the Waihi College Gymnasium

Waihi College encourages the use of our Gymnasium. As a user of the Gymnasium however, there are certain responsibilities that you must adhere to with respect to security, safety and cleanliness.

Main Gymnasium: Things to know

- ☐ NO food (drink bottles only) in Gymnasium.
- ☐ Please make sure that ALL rubbish from Gymnasium and toilet areas is picked up and placed in bins.
- ☐ NO personal use of Gymnasium key or Code once it has been issued. Please do not allow others to use your key or code. **Failure to follow this will result in removal of access.**
- ☐ Wear only **non-marking** shoes inside Gymnasium
- ☐ The equipment shed, staff office, weights room (*approved users only*) and sound rooms are **ALL out of bounds** to outside users of the Gymnasium.

Main Gymnasium: our usual procedure for lock up is to:

- ☐ Ensure all floor areas are clean (sweep if necessary), including toilet area.
- ☐ Please make sure all rubbish is picked up and placed in the exterior front door bin.
- ☐ Check toilets are flushed and clean.
- ☐ Check windows in the toilet area are securely closed.
- ☐ Check all taps off in the shower area.
- ☐ Ensure all lights are out.
- ☐ Ensure all external doors are closed and secured.
- ☐ Check to see if anyone is still using the Gymnasium, Office or Weights Room.
- ☐ Set Alarm.
- ☐ Do a quick walk around the building to check everything is secure.

Note: If there are other users still on site, DO NOT SET THE ALARM

Sports Cage:

- ☐ The sports cage is out of bounds to all students.
- ☐ Please ensure ALL gear is put back to its original place if being used.

Equipment and First Aid:

- ☐ There will be a gear shed provided for equipment if needed.
- ☐ The user is responsible for supplying their own equipment and first aid for their activities.

As a user of the Waihi College Gymnasium you are responsible for the use of the facility. Please make sure you and those with you respect the gymnasium environment.

Please make sure that you have read the rules and conditions of Gymnasium use, and sign below for our school records. Failure to follow these may result in removal of your gymnasium access.

Name	Role	PHONE	Date	Signature

Office Use

Name	Key	Key No.	Issued	Returned	Alarm Code	Active	Inactive
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