

## East Gym Card Rules

Applications can be filled out at any time. If you have a card a reminder notice for renewal will be sent in the month of December annually. Membership fees will need to be paid by January 1st and cards will be deactivated after Feb 1st if not paid.

- \$50 annually for individual/\$250 for organization.
- \$15 key replacement if key is lost, or not turned in after membership has expired.
- A \$25 utility charge if thermostat is changed.
- A \$15 deposit for each key issued.
- As a coach of either an organization or for the school when your season is over your key would be turned into the school. (High School coaches exempt) If you chose to keep your key as a coach when the season is over you have to pay for a membership as an individual.
- **Gym hours will be from 6:00am to 9:00pm.** No activity will be allowed in the gym after 10:00pm. Anyone in the gym after 10:00pm will be considered trespassing. Only A master schedule will be kept for reserved times (ex. Jr. High practice) Organizations and individuals must honor reserved times. Only master users will be allowed in the gym after hours. (ex Paul Croghan)
- **No propping the door open.** There is a button on the top of the left door. Use that to keep door unlocked.
- Make sure all shoes are checked for thorns.
- When arriving and leaving check to make sure lights are not on anywhere, check to make sure toilets and water are not running. Do a manual inspection of the windows and ceiling tiles for any damage. If there is please report to school immediately.
- Sweep floor before leaving. Make sure ALL doors are closed and locked properly on exiting gym. There is a 5 second delay on the magnetic lock so take that into consideration.
- The key applicator acknowledges that they will be responsible for any damage done to said property.
- **Do not loan your card out to anyone else. If someone is using your card you must be present. No one under 18 years of age or a student will be issued a keycard.**
- **If someone else is in possession of your keycard and you are not there, your keycard will be revoked and money will NOT be refunded.**
- **Essex Community School has the right to deactivate the organization's key card if Administration deems deactivation appropriate due to misuse, destruction of property, or any other infractions.**