**User Group**:

**Gym Space Expectations**:

* Gym space must be respected; no food, outdoor shoes
* If baseball user groups are using gym space, they MUST NOT use the pitching machine or hard baseballs. Whiffle balls or indoor rubber balls ONLY.
* Please ensure equipment room is in order and all items are stored in the designated spot.
* Please stay in the designated area you are booking

**Alarm Code**:

**Key #:**

Depending on time/day of entry, here are the details you will need for entering and exiting the building:

**Entering**:

* Use your key to enter the front door. The door will immediately lock once you’ve access the building. To keep door from locking, you must use an Alan key on the bar. Your user group is responsible for acquiring an Alan key.
* When inside the entrance, alarm should be beeping if armed – if not beeping, check the sign in sheet to the right of the alarm, as there may be a staff member or another user group already in the building.
* If armed, enter your four-digit code into the keypad
* Alarm should disarm (beeping will stop to indicate that it’s disarmed)
* Sign in on the sheet to the right of the alarm.
* Rentals only include the areas in which you booked. Classrooms and other areas are off limits.
* DO NOT prop door open; this prevents rodents from accessing the building

**Exiting**

* When you leave, sign out. If you are the last person/group in the building, you will need to set the alarm using your four-digit code. Caretakers may be in the building working.
* Make sure door is locked.
* In the event you do set off the alarm type in the four-digit code again and call/text Ms. Prince (306-896-7549) or Mrs. DeCorby (306-896-7756).

Name of Person Most Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_