

August 7, 2017

To Whom It May Concern,

As you are aware, the need for community gym use at the Gretna Public Schools' gyms is in great demand. The community of Gretna has grown to the point that our gyms are in constant demand and in constant use. As a community, we are fortunate to have school gym space for use, but space and time is limited and school activities must come first. Community gym time is to be used for basketball or volleyball practice. No soccer, football, baseball or softball practices are allowed inside the Gretna Public Schools. Community gym use times are not to be used for games or free space open gym times.

Enclosed you will find a copy of the Gretna Public Schools Community Gym Use Guidelines. **Please read these guidelines carefully as all community members who use the Gretna Public Schools' gyms will be expected to adhere to these guidelines.**

We realize that there will be teams who will not get the gym time and space that is desired. However, we are doing everything we can to create equal opportunity for all teams so as to hopefully benefit the highest number of Gretna students.

Enclosed, you will find a copy of the Gretna Public Schools' Community Gym Use Guidelines along with a copy of the Official Roster form. An Official Roster must be on file in any of the Gretna Elementary Schools or the Gretna Middle School office before any gym time will be scheduled. You can mail your roster to the addresses below, or drop it off at any school office before Friday, August 25. **However, the date we receive the Official Roster form does not establish your position for scheduling gym time. You must have an Official Roster form on file in any school office before any gym time will be scheduled. (We will use a lottery draw from completed rosters and begin scheduling gym time on Monday, August 28th.)**

As you know, the beginning of the school year is a very busy time for our school office personnel. School secretaries will be handling requests for community gym use. Please keep in mind as you make requests for community gym time and space that the priorities of these ladies remain with the needs of students, parents and teachers as we progress with another great school year at the Gretna Public Schools.

If you have any questions, please don't hesitate to contact one of us at the numbers listed below. Your cooperation with this process is truly appreciated.

Travis Lightle, Principal
Sheryl Emanuel, Secretary
Gretna Elem School
801 South Street
Gretna, Ne. 68028
Ph # 402-332-3341
Fax #402-408-2538

Salli Hajek, Principal
Karleen Muhle, Secretary
Palisades Elem School
16820 Chutney Drive
Omaha, Ne. 68136
Ph # 402-895-2194
Fax #402-408-3090

Ellen Ridolfi, Principal
Kristi Blum, Secretary
Whitetail Elem School
19110 Greenleaf Street
Omaha, Ne. 68136
Ph # 402-895-3388
Fax #402-408-3091

Mike Sortino, Asst. Principal
Michelle Shurtliff, Secretary
Gretna Middle School
11705 S. 216th Street
Gretna, Ne. 68028
Ph # 402-332-3048
Fax # 402-408-2536

Wendy Kistler, Principal
Heather Scheiding, Secretary
Aspen Creek Elem School
10325 S. 188th Street
Omaha, Ne. 68136
Ph #402-332-5617
Fax # 402-408-3092

Bret Basye, Principal
Jill Thompson, Secretary
Thomas Elem School
11221 Northridge Drive
Gretna, Ne. 68028
Ph #402-332-5578
Fax # 402-408-2539

Matt Bruggeman, Asst. Principal
Lisa Batenhorst, Secretary
Aspen Creek Middle School
18414 Summit Dr.
Omaha, Ne. 68136
Ph # 402-332-3866
Fax # 402-408-2537

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Official Team Roster - RETURN TO ANY ELEMENTARY SCHOOL OR MIDDLE SCHOOL

This form must be on file in one of the Elementary School or Middle School offices before any gym time will be scheduled. Once this form & the building contract form are on file, gym time will be scheduled by lottery draw on Monday, August 28, 2017.

TEAM NAME: _____ START DATE: _____ END DATE: _____

PLAYER GRADE LEVEL: 2 3 4 5 6 7 8 SPORT: VOLLEYBALL or BASKETBALL

COACH'S NAME/S & CONTACT PERSON: _____

ADDRESS: _____ PH #: H# _____ C# _____

E-MAIL ADDRESS _____

PLAYER NAMES

CHOICE OF DATE & TIME

1. _____

1st Choice- M T W TH F

2. _____

6:00 / 7:15

3. _____

4. _____

5. _____

2nd Choice- M T W TH F

6. _____

6:00 / 7:15

7. _____

8. _____

9. _____

3rd Choice- M T W TH F

10. _____

6:00 / 7:15

11. _____

12. _____

(ALL Gym times will start at 6pm and no earlier due to the Kid's Connection Program & MS practices)

CHOICE OF PRACTICE LOCATION (Prioritize #1 - #5)

Gretna Elem. _____ Thomas Elem. _____ Whitetail Elem. _____ Aspen Creek Elem. _____

Palisades Elem. _____ Gretna Middle School _____ Aspen Creek Middle School _____

I have received a copy of the Gretna Public Schools' Community Gym Use Guidelines, and I will adhere to these guidelines.

Signature: _____ Date: _____

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Gretna Public Schools' Community Gym Use Guidelines

1. All gym time shall be scheduled on a lottery draw through the designated secretary or administrator for the Gretna elementary schools and middle schools. All gyms will have two time slots available, 6:00-7:15pm and 7:15-8:30pm, Monday through Friday. Gym times will start at 6pm and no earlier due to the Kid's Connection Program.
2. All Gretna Public Schools activities take precedence over scheduled community gym use. Scheduled community gym time can be canceled at any time as deemed necessary by the building administration or the Gretna High School Athletic Director.
3. All teams consisting of players in grades K-8 will be scheduled at the Gretna Elementary School, Thomas Elementary, Palisades Elementary, Whitetail Elementary, Aspen Creek Elementary, Aspen Creek Middle School or Gretna Middle School.
4. All teams receiving times shall consist of a majority of Gretna School District students (at least 50%), and a Gretna resident or community member must be coaching or present at all times.
5. No soccer, football, baseball or softball practices are allowed inside the Gretna Public Schools. Community gym use times are not to be used for games or free space open gym times.
6. Each team, coach, shall be scheduled for one time slot per week. An Official Team Roster must be on file in the Gretna Elementary School office, Thomas Elementary School office, Palisades Elementary School office, Whitetail Elementary School office, or in the Gretna Middle School office before any gym time will be scheduled. If open gym time remains, teams may schedule a second weekly practice time by calling the school office the Friday before the second practice time is desired.
7. No gym use shall be scheduled on days when school is not in session or on Saturday or Sunday. Weekend gym time can be scheduled through the administration if a faculty member who is willing to take responsibility for the safety of those using the building and the security and care of the building in use is contracted for service. Faculty members may volunteer for this service. If it is not a volunteer service, the faculty member shall be paid \$35.00 per hour by the community group using the facility. If a custodian is needed, the community group will also pay \$30.00 per hour to the custodian for the time needed. A building use fee and utilities fee may also apply.
8. All students present for community gym use times shall be directly supervised by the adult responsible for the team. No students shall enter a building or the gym without the presence of a supervising adult. Only those students who are participating in the practice shall be present. No spectators or siblings shall be present during community gym use times.
9. All those using the school facilities shall leave the space as they found it. No drinks shall enter the gym at any time. All trash shall be picked up and all lost and found shall be taken care of by the adult providing supervision. Do not leave items such as sweatshirts, sweats or balls for school personnel to pick up.
10. No school equipment shall be used at any time, with the exception of the volleyball nets. Teams are responsible for providing their own basketballs, volleyballs, jerseys etc. The height of the baskets at the middle school shall not be changed from the regulation height used for all Gretna Middle School and High School competitive athletics and practices.
11. Any team wanting to cancel scheduled community gym use time shall do so as far in advance as possible. Due to the very high demand in gym use time, any team that fails to cancel scheduled gym use time and is thus a "NO SHOW" for two or more scheduled times during the school year, may be canceled from the scheduled gym time for the remainder of the school year as deemed necessary by the building administration.
12. The User agrees to (a) comply with all District policies, rules, and regulations that govern the use of facilities; (b) be financially responsible for any damages incurred to facilities, grounds, or equipment during the period of such use; (c) have the Principal as the final determiner as to whether repair or replacement is the appropriate remedy for any damages; and (d) defend, protect, indemnify, and hold the district harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use.

Gretna Public Schools Security Reminder:

The buildings of the Gretna Public School district must be secured at all times. These guidelines apply to district employees and to community members.

When athletic teams or clubs use the buildings, the coaches/sponsors are responsible for the security of the buildings and are expected to follow the guidelines issued.

1. All doors must remain locked at all times.
2. At NO time should doors be propped open.
3. At the start of the practice/meeting, one coach should wait by the door until all team/club members are present. All students must be in the direct supervision of an adult or coach/sponsor at all times. It works best if coaches/sponsors work together in regards to the supervision of students. One coach/sponsor should stay by the entry doors and one should provide supervision in the gym/cafeteria. If there isn't a second coach/sponsor to supervise the students in the gym/cafeteria, all students must stay with the coach/sponsor in the entry way until the group moves into the gym/cafeteria.

*It is suggested that coaches/sponsors give their cell numbers to their team/club members and their parents. Explain that if a player/member is going to be late or if a parent needs to enter during practice time, that the coach/sponsor should be called or texted to let the party into the building. **PARENTS SHOULD NOT STAND OUTSIDE BUILDINGS AND POUND ON THE DOORS.** Custodians do not have the authority to allow people to enter the buildings.

*Coaches/sponsors may also schedule "door parents" for practices. You then have a team parent at the doors for the entire practice/meeting to handle the building entrance needs of your group. **IT IS THE RESPONSIBILITY OF THE COACHES/SPONSORS TO MAKE SURE THAT THE "DOOR PARENT" IS AWARE OF AND FOLLOWS THE GUIDELINES.**

4. Community teams/clubs should not arrive earlier than five minutes before the scheduled time and should leave the building at the scheduled time. Do not try to slide into buildings as school students are leaving or Kid's Connection students are leaving. Coaches/Sponsors need to use the FOB to enter and then be responsible for the students entering the building.

We thank you in advance for your cooperation. We want to avoid disallowing groups to use the GPS facilities , so involved adults need to take this responsibility seriously to prevent the loss of building use.