

## Closing and Securing Holy Spirit Gym

Coaches,

For those coaches having to close the gym after practice or after the last game on Sunday, please adhere to the following:

Take out all the garbage bags and place in garbage bin located in north alley way just outside the gym (Sundays only).

Store scoreboard controls and code of conduct banner in equipment room (lock it when done- Sundays only).

Remove trash/garbage from bleachers (Sundays only).

Turn off scoreboard lights (Sundays only).

All front doors shall be locked (doors lock automatically) and shall be secured with the orange bars.

Check all 4 bathrooms (2 in front lobby and 2 behind east wall below stage) and make sure all are vacant.

Pick up any items left by CYO teams (i.e. basketballs, water bottles, clothing, etc) and notify me via e-mail or text. Place found items in a box labeled "CYO lost and found" located on the stage.

Please ask all your players to pick up after themselves!

Pick up any garbage left by CYO teams.

Fold chairs and put away (near front entrances).

Turn off all lights (including front lobby, kitchen, all 4 bathrooms).

Side metal doors on both the north and south ends of the gym shall be properly and completely closed (tend to stay ajar).

Bleachers- expect bleachers to be repaired on Thursday, November 17<sup>th</sup>, 2011.

Exit the gym through the side metal doors and again make sure doors close completely (push hard).

The gym cannot be left unsecured for any reason except for emergencies. If a team is scheduled to practice after you and that team is not present within 10 minutes of their start time, please close the gym using above instructions and send me a message via text or e-mail.

In order to facilitate accurate and time sensitive communication of unusual circumstances (canceled practices, lost items, etc), I'm requesting that each Head Coach obtain cell phone numbers of those coaches that practice respectively before and after his/her practice.

I will follow-up with a reminder!

Thank you in advance,  
Alex Radich  
Boys Athletic Director