

Activity Center Use Expectations and Procedures
(Wednesdays: Nov 18 – Feb 24 , 3:30PM – 8:00PM)

Expectations for Using the Activity Center:

- The door will be unlocked so please do not prop it open. The light above the door will be on indicating which door your team should enter through.
- Have kids check their shoes upon entering to make sure that mud isn't tracked in through the hallway or on to the main floor.
- Please keep all kids in the main area and have them use the bathroom in the hallway. We would like to avoid having kids in the kitchen, Esper room, on the stage or the main entrance bathrooms. This will keep our cleaning to a minimum after practice is over each day.
- Make sure that kids are practicing game shots and not attempting half court shots or chucking basketballs around to limit risk of damage to the hall

Procedures for Opening the Activity Center:

- You can enter the Activity Center through the south side door on the east end of the building
- Lights are located on the east wall of the main room.
- All baskets will have to be lowered. A cordless drill and attachment to lower the baskets is located in the storage room next to the coat room at the main entrance. Basketballs will also be located in this room.

Procedures for Closing/Locking up the Activity Center:

- Raise baskets up and return cordless drill, attachment and basketballs back to the storage room.
- Sweep up any mud that was tracked in by kids (broom and dust pan available in storage closet on northeast corner of the main area).
- Turn off all lights in both the main hall and in the bathroom.
- Lock door using the allen wrench located on the upper left hand corner of the door used to enter the building.