

Thursday, September 03, 2015

Usage & Reservation Policy

Howe Gym and Outdoor Track

1. GENERAL: The Perkins Gyms and Outdoor Track are facilities primarily used by Perkins educational programs for student activities, classes and events. Other Perkins related events can be hosted at these facilities; please look at section II for details on priority of use.

**Locations**

Gym 1 is the first gym as you enter from stairs.

Gym 2 is the second gym adjacent to first gym.

Outdoor Track is located adjacent to Deafblind cottages.

**Indoor tracks are not available to reserve.**

**Hours**

**Please note that all evacuation and lockdown procedures should be reviewed prior to use.**

**Please contact Matt LaCortiglia if anything breaks or is damaged during usage.**

1. GYM USE PRIORITY: In view of the fact that the Gyms and Track are considered an important part of Perkins School for the Blind’s educational programs curriculum, these activities and classes have first priority. All Gym and Track usage is subject to availability according to educational programs calendar and approval from the APE staff.

**approval will follow these general guidelines**

1. All Perkins student related events or activities
2. Facility suitable for event or activity – confirmation that the type of activity or event to take place can be accommodated by the space requested
3. Non-Perkins outside group with close affiliation with Perkins or partnership with Perkins **\*These reservations require approval from the Chief Financial Officer’s office, a Rental and Use contract as well as an assessed fee are required prior to use.**
4. Perkins staff related event
5. GYM RESERVATIONS: To reserve the Gym you will need to do so through SchoolDude FSDirect software.

(*Please visit AskHOWE for more information on SchoolDude)*

**reservations will follow these general guidelines**

1. The maximum period of time for a re-occurring reservation is three months
2. A reservation will take priority over staff fitness hours
3. Gym can only be reserved during available times
4. Physical Education office (B2-1) is not available to reserve - this includes the stereo system
5. One Perkins employee must be in charge for reserving facility and is responsible for ensuring all rules are followed
6. All reservations for non-Perkins affiliated groups must be coordinated through the Facilities and Property Management department and approved by the Chief Financial Officer’s office. ([facilities@perkins.org](mailto:facilities@perkins.org) / 617-972-7300)
7. GENERAL RULES AND REGULATIONS: Following is a list of general rules and regulations.
8. Smoking is prohibited within the campus buildings and outside of the gym and at the track. Smoking stations are available; please contact Facilities and Property Management for a list of locations
9. Alcoholic service is prohibited in the Gyms and at the Track
10. Perkins and Perkins’ employees are not responsible for any losses of personal property or injuries suffered by individuals or groups occurring during the use of the Gyms or Track. All users of the spaces assume the risks of loss or injury and waive any claims against Perkins or Perkins’ employees.
11. For the safety of all children, there should be no running or climbing, unless as a normal and customary part of the activity
12. Everything used during an event/meeting (chairs, tables, event materials and food etc.) must be coordinated for clean-up and return prior to the event – APE staff require these spaces to return to their original state and location after event
13. Proper custodial services are required to be coordinated prior to event – APE staff require these spaces to return to their original state and location after event
14. Only sneakers are to be worn on gym floor
15. The Gyms are to be accessed through the Howe building main entrance or the Charles River parking lot - **Keys are not issued by APE staff, it is the responsibility of the reservation contact person to arrange for entrance with Security**
16. **Doors to outside are not to be propped open**
17. Any set up of personal equipment must be cleaned up and removed by the end of the reservation
18. Please leave all equipment in place including tumbling mats, goals etc.
19. Big lights should be turned off at the end of your reservation (please keep the walkway lights on in Gym 2)

**The following areas and equipment are not available for use**

1. Perkins Adapted Physical Education and Athletics equipment is not available for use
2. Access to closets is not available
3. Fitness room equipment (B2-2) is not available for use
4. Locker rooms are not available
5. Wrestling mats in gym 1 are not availablefor use

**Access to Perkins bicycles is only available if all reservation criteria are met and a Perkins Physical Education Team member is present or if another Perkins employee who is trained on Perkins bicycle usage is present. Any non-Perkins group must also sign a waiver of liability to use bicycles**

1. The spaces may only be used for the purposes disclosed.
2. Cancellations must be reported to APE in advance of the cancelled use.
3. All users of the spaces must comply with Perkins’ policies and procedures, including Perkins’ Code of Conduct and applicable laws.

9/3/2015