



GYMNASIUM USE

HOT SHEET

Role of the Volunteer Building Director:

- Must be present at all times.
- Is responsible for the supervision of all players and spectators.
- Is responsible for interpreting all Neighborhood and Community Services (NCS) rules and regulations and ensuring that all groups comply.
- Must make sure that the facility is left in the condition that it was found.
- Must report all usage problems and facility damage to NCS or your league administrator.

Expectations for Groups Using a Facility:

- No food or drink allowed on school property with the exception of water bottles!
- Respect the authority of the custodians, school staff, and NCS staff.
- Carry a permit at all times. Electronic version is acceptable.
- Respect and abide by your permitted times.
- Spectators and players are restricted to the gymnasium only.
- Respect school property. Please do not remove chairs and/or tables from other areas. The facility must be left in the same condition in which it was found.
- Notify NCS if you WILL NOT be using the facility or if you see a facility not in use as soon as possible.
- AT NO TIME shall the following be permitted on school property: alcohol, tobacco products, illegal drugs, or weapons.
- Always practice Character Counts:

Important Phone Numbers:

- Inclement Weather and Cancellation Hotline: 703-324-5264
- NCS Fax Number: 703-324-5546
- General Information Number: 703-324-5533, TTY 711

Citizenship Respect Responsibility
 Fairness Caring Trustworthiness

What to Do in Case of a Usage Problem:

1. Call the Neighborhood and Community Services on-call staff at 703-609-8870, TTY 711
 Monday-Friday: 5:00 – 10:15 p.m.
 Saturday: 8:00 a.m. – 10:15 p.m.
 Sunday: 8:00 a.m. – 10:15 p.m.
2. Call School Security at 571-423-2000, TTY 711

For groups failing to adhere to NCS or Fairfax County Public School's Policy:

1. Call a meeting to discuss problem.
2. Send a warning letter to the organization.
3. Ask the organization to pay for a building director.
4. Terminate usage privileges.

Neighborhood and Community Services

12011 Government Center Parkway, 10th Floor
 Fairfax, VA 22035-1115
 703-324-5533, TTY 711
www.fairfaxcounty.gov/ncs



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For more information, call 703-324-4600, TTY 711.