



Bowdish Middle School



2109 S. Skipworth, Spokane Valley, WA 99206 • (509) 558-4700 • bms.cvsd.org

To: Community Members using Bowdish Facilities

From: Ruth Mize

Re: Use of Facilities

8-25-19

Welcome to our facility. We hope your stay is enjoyable, productive and pleasant. Before we get started there are some basic regulations we need to clearly outline. Some of the regulations apply more to the athletic fields outside than the gyms. In either case, we ask that they all be read, understood and followed.

Community members who use Bowdish facilities are expected to provide the following:

1. **Adequate adult supervision.** Our custodial staff is not trained or prepared to supervise children. It is expected that you will supervise your own students/participants completely at all times. Parents should make sure the **coach has arrived** before dropping students at practice. Children are expected to remain in assigned areas only. Please do not allow them to run in the building **at any time.**
2. **Clean Up.** We expect that messes generated by your group will be cleaned up prior to your exit. Our custodial staff is on a tight schedule of routine classroom maintenance and cannot be asked to perform additional clean up.
3. **Please be certain that your group complies with your assigned beginning and ending times.** Sometimes other groups will be scheduled to follow you. We expect all groups to adhere to their assigned times. We are attempting to meet the needs of all the groups who have applied by splitting time in the gyms. The first session runs from 6:00-7:30 p.m. The second session runs from 7:30-9:00 pm. Your warm up time will start at the time of your gym session. Please do not have your kids warm up in a gym occupied by another group. It is expected that the gyms be completely cleared by 9:15 p.m. so the custodians have time to finish cleaning duties. Groups that run over will be asked to make other arrangements.
4. **No drugs/alcohol or tobacco products** are to be brought or consumed while on school property. This includes outside in the parking lot; before or after your assigned time. State law mandates this appropriate regulation.
5. Please understand and accept the fact that Bowdish's **school activities and events come first.** Occasionally you will find school related activities still underway when you arrive. Please be patient and know that as soon as they finish, you may begin. We will always make every attempt to notify you in advance of complete session cancellations.
6. Please do not bring **animals** onto school grounds. The messes they leave behind create an unsanitary condition for our students.
7. **Any day the school is closed, no evening gym time will be available.** In addition, the following dates are currently noted as days when your team will not be able to use our facility, due to conflicts with the school schedule:
***PLEASE SEE ATTACHED SCHEDULE AND SHARE WITH ANYONE ASSOCIATED WITH YOUR GROUP**
8. Since we have many requests, our primary criteria remains **Central Valley** and especially teams with **Bowdish students.** Therefore we ask that you supply to our office a **copy of your team roster** with any Bowdish students highlighted.
9. At this time all of our available times are **completely booked.** Therefore no changes are possible unless another team cancels. If you cannot use the time assigned, please call the school and let us know, we have several other groups waiting and hoping for gym time.
10. **Do not give your gym time away.** You are covered under insurance through the organization in which you signed up for a gym space. This would be AAU or YMCA etc.

Please understand that these expectations are necessary to keep the Bowdish facility in good condition. Failure to accept or abide by any of these regulations will result in suspension of use privileges. Thank you in advance for your cooperation and understanding.

***A signed copy of this letter indicating that you understand and will follow the expectations noted above is required prior to your first use of the facility. Your signature also indicates that you have received a copy of the dates the facility is unavailable for outside use.**

Sincerely,

Ruth Mize
Athletic Director & Facilities
558-4708