



## OPEN GYM POLICY

**This policy applies to all groups, organizations, and individuals using the Emily City Hall Gymnasium for Open Gym.**

**Non-compliance of these guidelines may lead to no further use of the City Hall Gymnasium.**

The City Hall Gymnasium may be scheduled for Open Gym for sporting and exercise activities, including pickleball, basketball, exercise, yoga, walking, etc. per the following guidelines:

1. An Annual Waiver and Release of Liability form must be completed by everyone using the City Hall Gymnasium for Open Gym upon first use. The annual form is valid for one year from date of signature and must be renewed upon expiration before Open Gym use. Forms are available from the Clerk's Office or from the forms receptacle in the City Hall Gymnasium if after hours.
2. For after-hours access, a temporary code must be obtained from the Clerk's Office during open business hours. The temporary code will be activated for a specified period, such as one evening or one weekend, and will then expire. A temporary code must be obtained for every use. To avoid setting off the City Hall's security alarm, each temporary code will have specified hours of available use, such as from 4:30 p.m. to 8 p.m. on a weekday or from 8 a.m. to 8 p.m. on a weekend day. The temporary code must not be shared. The person being issued the temporary code is the responsible party for the open gym use.
3. All minors must be accompanied by and remain under the supervision of an adult.
4. No altering of the stage, walls, or other parts of the City Hall Gymnasium will be allowed without permission from the City.
5. All entrances and exits shall remain clear whenever the City Hall Gymnasium is in use.
6. Floors will be swept and mopped after use, if needed.
7. All doors must be closed and locked before leaving.
8. Lights and fans must be turned off when leaving.
9. Use of sporting equipment and chairs are permitted, but must be put away after use.
10. If the use is for teaching a class, no fees may be charged for instruction. However, the class instructor may request donations. If fees are charged, the instructor is required to rent the City Hall Gymnasium with fees charged per the Fee Schedule Ordinance.

Adopted by the Emily City Council on June 11, 2024.

Attest:

A handwritten signature in black ink, appearing to be "Tracy Jones", written over a horizontal line.

Tracy Jones, Mayor

A handwritten signature in black ink, appearing to be "Cari Johnson", written over a horizontal line.

Cari Johnson, MCMC, City Clerk/Treasurer