

MATANUSKA-SUSITNA BOROUGH
RECREATIONAL SERVICES
BOROUGH GYM

Supervisor Responsibilities

It is essential that each and every scheduled gym event have a designated supervisor who is responsible for the conduct of the participants and spectators immediately before, during, and after their event. These responsibilities include, but are not limited to the following:

1. Identify any and all damage to the facility and report to this office immediately, but no later than the first workday after the damage was discovered. This must be done whether or not your organization caused the damage. Failure to report damages may result in the cancellation of the remainder of your gym time.

2. Supervision of children: Whenever an activity is in progress, **it is imperative** that all children are supervised, whether or not they are actually involved in the activity. Supervision **should also be provided in the foyer** and on the grounds immediately outside the gym.

3. Cleanliness of building: Pursuant to the contract, each group or organization is responsible to leave the building clean. All trash in the gym area and foyer must be placed in the waste receptacles. There are cleaning tools and supplies in the closet located in the foyer. The key issued to your organization unlocks this door. If the facility is not clean when your group begins its activity, please notify this office on the first workday following your rental time.
4. All tables and chairs **must** be returned to the designated storage area(s). All bleachers must be returned to its upright position and moved to either side of the gym against the wall. At no time should the bleachers block any of the exits.
5. Turning off the lights: If your group is the last group of the day or the next group does not come in for several hours, please turn off the lights in the gym. (The schedule for the gym is posted in the main foyer between the entrance doors to the gym.)
6. Locking of doors: Each group should keep the doors locked during its activity if it is during non-borough working hours (the borough's normal working hours are Monday through Friday, 8 a.m. to 5 p.m.). This prevents anyone not associated with your activity from coming into the building, causing damage, and leaving you responsible. The last group of the day should ensure that **all the doors** (not just the ones you used) are locked before leaving. This includes the doors adjacent to the handicap bathroom on the north side of the gym.