

Knox County Career Center  
Facility Use Procedures for Building 4  
2022-2023

The gym and Sports Med lab are not available to ESC employees or community class teachers unless participating as listed below:

**Sports Med Lab:** Is available for use by staff members and their immediate (living in the household) family members only when accompanied by a staff member. The Use of Gymnasium and Exercise Facilities Release Form must be on file for the staff member and for each immediate/household family member before using the lab.

Staff is encouraged to meet with Mr. Dean Taylor to be trained on the machines in Sports Med before using them.

**Gymnasium:** Staff must bring their own equipment. Hoops are not to be raised or lowered unless requested in the rental agreement and completed by a Facility Ops team member.

**Not Reserved Staff Member/Family Use:** The gym is open for staff members and their immediate (living in the household) family members if it is not scheduled for another activity. The staff member and each family member in attendance may each have a guest. The guest(s) must have a signed Public Use of Gymnasium Liability Release and \$2.00. Money should be placed in the lockbox hanging on the wall outside of the gymnasium with the signed waiver. The staff member must be present at all times.

**Reserved Open Gym:** The gym may be reserved by staff members using the Building Use Request form in Master Library on our website for up to 2 hours at a time. A staff member must be present at all times. The staff member completing the Building Use Request form would be in charge of collecting the Public Use of Gymnasium Liability Release forms and \$2.00 from each guest. Money should be placed in the lockbox hanging on the wall outside of the gymnasium with the signed Release. “Reserved Open Gym” was developed for multiple staff members who are playing pick-up games where guests may participate.

**Reserved Rental:** The gym is available for teams to rent for practice. The Building Use Request form in Master Library on our website and rates will apply. Staff members who are coaches need to use “Reserved Rental” procedures to hold team practices. The organization you are coaching for needs to rent the gym if you are making a stipend or being paid. Board Policy KG-R states “2. No building is used for commercial or personal gain.”

Updated 10/5/2022