

***POLICY FOR
CANTERBURY ELEMENTARY SCHOOL AND BALDWIN MIDDLE
SCHOOL GYMNASIUM USE THROUGH THE CANTERBURY
ATHLETIC ASSOCIATION AND CANTERBURY RECREATION
COMMISSION***

The following policy should be used for gymnasium recreational use through the Canterbury Athletic Association (CAA):

1. The recreational program must fall under the CAA umbrella and approved by the CAA Board of Directors.
2. The CAA Commissioner for that recreational program must fill out a use of facilities form for the school in which the activity is going to take place. The use of facilities form may be obtained at the Baldwin Middle School for both gyms.
3. The use of facilities form must be submitted to the Canterbury Superintendent of Schools or his/her designee for review and approval. In addition to the use of facilities form proof of insurance and liability must be provided. The CAA has its own policy to cover soccer, basketball and wrestling recreational activities.
4. All scheduling for CAA recreational programs at the Baldwin Middle School and Canterbury Elementary School should go through the CAA President or his/her designee.
5. All programs will be put on a master schedule and maintained by the Canterbury Recreation Commission. This master schedule will be submitted to the Canterbury Superintendent of Schools and as changes are made the school will be notified and an updated schedule will be provided.
6. For all CAA activities that fall on the weekends the CAA President or his/her designee shall be responsible for the opening and closing of the Baldwin Middle School.
7. All issues or problems as a result of a CAA activity taking place at either the Baldwin Middle School or Canterbury Elementary School shall be reported to the CAA President immediately. The CAA President or his/her designee will notify the Canterbury Superintendent of Schools or his/her designee within 24 hours or less depending on the severity of the issue. All CAA recreational programs that take place on weekends shall have an emergency contact list including the Recreational Program Lead and the Head of Maintenance for the Baldwin Middle School.

The following policy should be used for gymnasium recreational use through the Canterbury Recreation Commission (CRC):

1. The recreational program must fall under the Canterbury Recreation Commission umbrella and approved by the CRC Board.
2. All programs considered by the Canterbury Recreation Commission must have a use of facilities (through CRC for recreational use) and a program application

filled out for review and approval by the CRC Board. The use of facilities and program application can be obtained at the Canterbury Town Clerk's office, in the Baldwin and CES school offices, or on the Canterbury Athletic Association website.

Once approved by CRC:

3. The lead for that recreational program must fill out a use of facilities (in addition to the CRC use of facilities described above) form for the school in which the activity is going to take place. The use of facilities form may be obtained at the Baldwin Middle School for both gyms.
4. The use of facilities form must be submitted to the Canterbury Superintendent of Schools or his/her designee for review and approval. In addition to the use of facilities form and proof of insurance and liability (the CRC will provide), all CRC programs must provide an approved recreational program application. The Canterbury Recreation Commission has its own policy to cover approved recreational activities.
5. All scheduling for approved Canterbury recreational programs at the Baldwin Middle School and Canterbury Elementary School should go through the CRC Chairman or his/her designee.
6. All programs will be put on a master schedule and maintained by the Canterbury Recreation Commission. This master schedule will be submitted to the Canterbury Superintendent of Schools and as changes are made the school will be notified and an updated schedule will be provided.
7. For all Canterbury recreational activities that fall on the weekends the CRC Chairman or his/her designee shall be responsible for the opening and closing of the Baldwin Middle School.
8. All issues or problems as a result of a Canterbury recreational activity taking place at either the Baldwin Middle School or Canterbury Elementary School shall be reported to the CRC Chairman immediately. The CRC Chairman or his/her designee will notify the Canterbury Superintendent of Schools or his/her designee within 24 hours or less depending on the severity of the issue. All Canterbury recreational programs that take place on weekends shall have an emergency contact list including the Recreational Program Lead and the Head of Maintenance for the Baldwin Middle School.

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