



Lyman School District 42-1

Proudly serving the Communities of Kennebec, Lower Brule, Presho, Reliance and Vivian

Lyman Staff Facility User Agreement

E. USE OF SCHOOL FACILITIES BY SCHOOL EMPLOYEES

1. School employees wishing to use a school facility for a school authorized activity, including but not limited to doing work-related activities when school is not in session, or by supervising “open gym” or weight room/physical fitness activities when school is not in session, are not required to submit a written request, pay any otherwise applicable user fee, sign a Facility Use Agreement or provide insurance verification. Employees are, however, required to schedule the use of the facility with the building principal. The employee shall be responsible for securing the building and leaving it in a clean and usable condition for the next school day.
 - a. Open Gym Supervision and Participation: Upon prior approval by the school administration, district employees may provide open gym for students during non-school hours. The time and day(s) of the open gym shall be made known to the student body by the administration in a timely manner through announcements, bulletin board postings, articles in the school newsletter, etc. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc. District employees who are coaches may supervise open gym activities but may not coach during that time. Supervision is defined as observing the activity. District employees may participate in school-sponsored open gym activities pursuant to this provision only if their participation does not violate another District or SDHSAA policy, rule or regulation.
 - b. Weight Room Supervision and Participation: Upon prior approval by the school administration, district employees may provide weight room and physical fitness equipment opportunities for students during non-school hours. The time and day(s) of the open gym shall be made known to the student body by the administration in a timely manner through announcements, bulletin board postings, articles in the school newsletter, etc. The weight room and use of physical fitness equipment is limited to use by the students under the supervision of a physical education instructor or a coach who is employed by the District to coach the athletic activity for which the weight room participants are training. Supervision is defined as observing the activity or providing assistance with the equipment but does not include personal use of the equipment by



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employees. All weight room supervisors and coaches must have completed a required training program on the proper use of the equipment before supervising student use. No school employees shall use the equipment during the period of time the employee has supervisory responsibilities.

2. District employees may use the gym as part of the employee's personal health/wellness program. The employee is responsible for paying for any damages or costs incurred by the District as a direct result of the use.
 - a. The gym is available for personal use by District employees and their immediate family provided the employee is present, provided the use is not during the eight-hour school day and provided the facility has not been scheduled for school use or use by a non-school individual or entity.
 - b. Unless otherwise authorized in writing by the building principal, no person other than the employee and his/her immediate family may be present during such use. The immediate family of the employee consists of the employee's spouse and children.
 - c. Only gym shoes with white or gum-rubber soles are allowed on the gym playing surface. Street, hard-soled, soccer, and any black-soled shoes are not permitted. Use of resin or other substances on floor surfaces is not permitted.
 - d. District employees who use the gym for their personal use under this policy are doing so outside the scope of their employment.
3. Should a school employee wish to use a school facility for any purpose other than that in Section E (USE OF SCHOOL FACILITIES BY SCHOOL EMPLOYEES), regulations applicable to the general public shall apply to the employee.