

WELCOME TO NORMANDY

BUILDING USE - BASIC INFORMATION

1. The area that is reserved for your group's use is the ONLY area your participants and spectators may use. (i.e. You have reserved the gymnasium -- your participants may not use the multi-purpose room to warm-up or to use as a baby-sitting area for younger participants.) **Classrooms are off limits!**
2. Younger children who are not participants to your group's activities must be supervised by an adult at all times. This includes all hallways, foyer, and parking areas. Items in the hallways or foyers are not to be touched or moved.
3. Children may not run in the hallways or foyer.
4. A telephone is available in the Conference Room across from the office. No children are permitted to use the telephone without adult supervision.
5. Use the restrooms located closest to the assigned areas.
6. If you are assigned to **Room 26, Room 28, Music Room, Art Room:**

Groups assigned to Classroom areas are restricted to the use of tables and chairs needed for their meeting. All other equipment, supplies, furniture, computers, etc. are not to be used in any way by your group. Please respect personal items of teachers and students in these rooms.
7. **Teacher's Lounge, stove and refrigerators are NOT to be used unless special arrangements are made through the office.**

GYM AND MULTI-PURPOSE ROOM

7. Only white-soled athletic shoes on both the participants and coaches are permitted on the gymnasium floor.
8. You **WILL NOT** be permitted to sit on top of or climb on closed bleachers.
9. Basketball hoops are to be put back in the same position as you found them.
10. Do not place tape on the gymnasium or the multi-purpose room floors.
11. Please use softer, indoor balls in both the multi-purpose room and the gymnasium. No high kicks, throwing, or batting against walls in both the multi-purpose room or gymnasium.