

Milton Academy Athletic Facility Usage Guidelines - General

A) Academic Year - During the academic year, the primary users of the spaces are the students. Secondary users, who contract for outside events through the business services office, are approved provided their activity does not conflict with official school use. Business services will seek to maximize revenue during the academic year by renting the facilities whenever possible. Strong coordination and cooperation between the athletics and business services departments will allow the school to fully realize potential revenue resources.

Summer - The athletic facilities are supervised by the business services director during the summer, typically from mid-June to late August. Facility requests during summer, whether for an Academy affiliated purpose or an outside program, must be submitted for approval by using the event inquiry form located on the business services website.

B) Student Boarding Community Use - Athletic facilities are available to the student boarding community outside of the academic day. Requests to use a space during the weekday evening hours must be directed to the dean of students. Requests to use a space during the weekend hours must be directed to the administrator on duty. The person granting approval will notify campus safety and together they will decide the appropriate space, depending on availability and best use of energy. Campus safety will unlock the space for the group and the faculty member supervising the activity will call campus safety when finished with the space. **Spaces will not be unlocked unless a faculty member is present for supervision.**

C) Online Calendar – All requests to use athletic facilities, outside of the designated open times, must be made in advance through the online calendar event request system. Approved events will appear on the school's internal calendar, allowing all departments to better plan for events and ensuring that the calendar is accurate and complete.

D) Personal use of the FCC, RSG, CSG, and the Rink is prohibited due to liability and energy concerns; personal use of the Squash Courts and Fitness Center is permitted through signing a liability waiver and obtaining card access.

E) Guest Policy - **Authorized users of space are not permitted to invite guests to participate.**

F) Insurance Requirements; Waivers - Outside groups are required to provide insurance coverage listing the Trustees of Milton Academy as an additional insured. Milton Academy affiliated groups or individuals (e.g., invited guests to alumni hockey) must submit waivers in lieu of insurance coverage if approved by the business services office. No group or individual can use a space without meeting one of these two criteria.

Milton Academy Athletic Facility Usage Guidelines - Specific

Squash Courts

<u>Dates</u>	<u>Times</u>	<u>Supervisor</u>
Students Monday - Friday November 10 – March 10	2:15 – 6:00 p.m.	Athletic Director
Sunday September – June	2:00 – 4:00 p.m.**	ACC Chaperone

Closed to students over Thanksgiving break, winter break, spring break, summer and off-season.

Adults

Card accessible to authorized faculty, staff and approved users* from 5:30 a.m. – 9:00 p.m. daily.

*** Approved users are team members of the Milton Adult Squash League and will receive approval for participation from the athletic director by September 30 each academic year.**

** ACC Chaperone must walk through the squash courts in regular intervals to supervise student use.

Fitness Center

Dates

Times

Supervisor

Students – Academic Year

Monday – Friday
September – June

7:00 a.m. – 6:00 p.m.

Athletic Director

Saturday and Sunday
September – June

1:00 p.m. – 5:00 p.m.

Dean's Office

Closed to students over Thanksgiving break, winter break and spring break

Students - Summer

Monday through Friday
Tuesday and Thursday

9:00 a.m. – 11:00 a.m.

4:00 p.m. – 7:00 p.m.

Business Services

Adults

Card accessible to authorized faculty and staff from 5:30 a.m. – 9:00 p.m. daily except when rented.

Closed to employees Monday – Wednesday – Friday; June 22 – August 26, 2011

12:30 p.m. – 8:00 p.m. – Space is rented to outside contractor

Field Use – Academic Year

Dates

Times

Supervisor

Students

Monday – Friday

Saturday

8:00 a.m. – 6:00 p.m.

9:00 a.m. – 6:00 p.m.

Athletic Director

Rentals

Monday – Friday

Sunday

6:00 p.m. – 9:00 p.m.

9:00 a.m. – 6:00 p.m.

Business Services

Fitzgibbons Convocation Center – Academic Year

<u>Dates</u>	<u>Times</u>	<u>Supervisor</u>
Students		
Monday – Friday	7:00 a.m. – 6:00 p.m.	Athletic Director
Tuesday and Thursday	9:00 p.m. – 10:00 p.m.	Dean of Students
Saturday	10:00 a.m. – 6:00 p.m.	Athletic Director
Sunday	2:00 p.m. – 4:00 p.m.	Dean’s Office
Rentals		
Monday – Friday	6:00 p.m. – 10:00 p.m.	Business Services
Sunday	8:00 a.m. – 1:45 p.m.	
Sunday	4:30 p.m. – 10:00 p.m.	

Robert and Caroline Saltonstall Gyms – Academic Year

Dates

Times

Supervisor

Students

Monday – Friday

8:00 a.m. – 6:00 p.m.

Athletic Director

Saturday

10:00 a.m. – 6:00 p.m.

Rentals

Monday – Friday

6:00 p.m. – 10:00 p.m.

Business Services

Sunday

8:00 a.m. – 10:00 p.m.