

## SYRACUSE PARKS AND RECREATION FACILITY USAGE INFORMATION

### KEYS

***NEW – The keys will be available at City Hall for the first person of the night to pickup; they will not be delivered. City Hall is open from 8:00-12:00, 12:30-4:30. If a coach cannot pick them up, please ask a parent that is in town during the day.***

*Elementary* - Lights, ball closets on southeast and west sides of gym. The key card opens the front left door and keeps it open for 1 hour. Subsequent teams will need to re-swipe the card at the beginning of their practice. Do not swipe the card if you will not be at the gym for 1 hour.

*High School* – Lights, door jam. The key card opens the left dock door for one minute. In order to keep the doors open, use the door jam key on the right dock door.

*Unadilla* – Door.

**DO NOT PUT ANY ITEMS IN THE DOOR TO PROP THEM OPEN!!!**

***The last team to have practice must return the keys to the City Hall night deposit located in the drive through on the south side of City Hall when finished. These must be returned for the practices the next day!!!***

### BASKETBALLS

*Elementary* - Found in one of the closets. Please use only Parks & Rec balls. Make sure all balls are returned to the closet when finished.

*High School* – The first team with practice at the high school will pick up a bag of basketballs when you pick up the key. Please return to City Hall the next business day unless otherwise instructed.

*Unadilla* – Music room entrance.

### LIGHTS

*Elementary* - Light switch is located on the southeast side of the gym.

*High School* – Light switch is located on south side of stage by vending machines.

You use a key to turn on and off at the Elementary & HS.

*Unadilla* – The light fuse box is located in the stairway going up to the stage off the gym. Lights are marked.

Last team must turn the lights off.

### FACILITIES

Please check restrooms, toilets, hallways, etc. before locking up.

Double check that all doors are locked when leave.

For more information or concerns contact Lynn at 269-2601 (Daytime) or 269-7468 (emergency).