



**MATANUSKA-SUSITNA BOROUGH**  
**RECREATIONAL SERVICES DIVISION**  
**FACILITY USE REQUEST**  
 (Long Term Users)  
**BOROUGH GYM**

Name of Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Mailing Address:
City, State, ZIP:
Telephone Number:
E-mail:

Description of activity: \_\_\_\_\_

Number of people participating: \_\_\_\_\_

DATES		TIMES		DAY OF WEEK						
BEGINNING	ENDING	FROM	TO	S	M	T	W	T	F	S

Please list all dates to be excluded from this request.

\_\_\_\_\_

\_\_\_\_\_

**This is only a request for use. Times are not guaranteed. A contract will be issued confirming time allocated to your organization.**

\_\_\_\_\_  
 Authorized signature of requestor

\_\_\_\_\_  
 Date

MATANUSKA-SUSITNA BOROUGH  
BOROUGH GYM  
**ADMINISTRATIVE POLICY**

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**POLICY STATEMENT**

The Borough Gym located at 350 East Dahlia Avenue, Palmer, Alaska shall be reasonably made available to all citizens of the Matanuska-Susitna Borough within the limits of available funding and resources.

The Borough Gym shall be used for community activities of an educational, recreational, social or cultural nature. The Borough Gym use shall be made available to those groups who can provide capable, responsible, and approved adult supervision.

The Borough Gym shall also be made available on a priority basis for Borough related activities, including, but not limited thereto, federal, state, and local government functions.

The Borough reserves the right to grant or deny permission to use the Borough Gym at its sole discretion.

The Borough shall have the right to cancel any and all use requests when it is deemed in the best interest of the Borough.

The Borough Gym is directly under the Borough administration and shall be managed and supervised as deemed appropriate by the Manager. The maintenance and custodial duties of the Borough Gym is under the Recreational Services Division and the Department of Public Works.

Use of the Borough Gym by any group or individuals, private or public, shall be granted by a Facility Use Request Form approval process. This form must be completed by the applicant and approved by the Borough.

Unauthorized use of the Borough Gym by any group or person is strictly prohibited and may be deemed a trespass by the Borough.

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**GENERAL RULES**

No group, individual, or organization will be granted use of the Borough Gym without adult supervision.

No group, individual, or organization may sublet their use of the Borough Gym to any other group, individual, or organization unless approved by the Borough.

Gym capacity is 500 occupants for meetings and 360 occupants for events.

The Borough building custodians on duty are responsible for the care of the Borough property and will supervise the operation of the physical plant. They will check on groups or activities to ensure that programs or activities are complying with the policies, regulations, and rules. The adult supervisor is responsible for the overall area supervision and coordination of groups and activities.

Prepared foods may be served if prior approval from the Borough is obtained and such activity does not interfere with the use of the Borough Gym. Special considerations are necessary if use of electrical or other cooking appliances is requested. **No more than 1 appliances are to be plugged into a single outlet (more than 20 amp or 2000 watts require prior approval from the Borough).**

**All groups or individuals are responsible to clean up the area after use. Activities are to be concluded in time to permit cleanup within Permittee's scheduled Borough Gym use time. Please plan accordingly.** The rooms and Borough Gym must be returned to the order of arrangement they were in before scheduled use. Violations may result in denying further use and or charges for cleaning services.

The use of alcoholic beverages or illicit drugs in any form is prohibited on the Borough premises, including all buildings and grounds. Smoking is prohibited within the Borough building. Fighting, betting, gambling, or any other illegal activity is strictly prohibited. **There are no exceptions.**

The Borough has the right to stop any and all activities at any time if in its judgment there are violations of the policies, regulations, or rules, or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.

All Borough related uses of the Borough Gym shall have first priority in the use of all facilities and may pre-empt previously arranged activities. In cases of cancellation due to these Borough programs, as much prior notice as possible will be given.

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Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to the Borough prior to the issuance of any Use Permits.

Permit holders must comply with all applicable State and Federal laws, Borough and City ordinances, Borough policies, regulations, and rules. All measures necessary to ensure the safe, healthy, and lawful conduct, as well as fire and police protection, shall be undertaken and financed by the permit holder.

Use permits are limited to the gym and gym foyer, during the days and hours specified. The scheduled time must be strictly adhered to. Failure to comply could result in a penalty being assessed.

The permit holder will be expected to furnish their own expendable supplies (e.g., basketballs, volleyballs, tennis balls, etc.).

Any damage to the building or equipment (other than normal wear and tear) will be charged to the permit holder.

The Borough shall have authority to impose reasonable conditions at its discretion.

Extra costs, including labor costs for special services performed by Borough employees, will be charged to the using group, individual, or organization when such services are necessary.

The Borough may revoke a Borough Gym Use Permit for violations of policies and rules which come to the attention of the Borough after issuance of this permit.

As a general rule, a minimum of one supervisor is required at the following ratios:

- a. for each group or portion thereof, consisting of ten (10) preschool age children;
- b. for each group or portion thereof, consisting of twenty (20) high school age children.

Exception to this rule may be made by the Borough at its discretion if it is determined the circumstances warrant the waiver

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**NORMAL OPERATING HOURS**

The normal operating hours of the Borough Gym shall be as follows:

Monday through Sunday                      6:00 AM – 10:00 PM

Only under special circumstances, as deemed appropriate by the Borough, shall the gym be used during times other than those noted above. Under such times, the Borough may impose special conditions and may establish reasonable fees.

**PAYMENTS**

Payment will be required **in full** for short term rentals.

**CANCELLATIONS**

Borough gym use cancellations must be in writing and will be honored up to fourteen (14) calendar days prior to scheduled date and time. If borough gym is cancelled with less than fourteen (14) calendar days' notice, the PERMITTEE will remain responsible for the payment of user fees for the scheduled time(s).

**GYM RULES**

1. Only approved individuals or groups are allowed in the gym.
2. Individuals are not to climb on or around equipment stored in the gym or protruding from the walls.
3. The lights are motion censored, please remember that it may take five to ten minutes for them to become fully illuminated.
4. The men's and women's bathroom facilities are located downstairs, as well as a family restroom located to the right of the entrance.
5. Food and beverages are allowed in the gym for Birthday Parties, etc. however, please allow enough time to clean up after your event.
6. Smoking is prohibited in the Borough building.
7. Trash must be removed, tables and chairs wiped down, spills and stains cleaned up, and floors swept by the end of your rental time.
8. Individuals or groups are required to bring their own supplies, basketballs, volleyballs, etc.

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9. In case of an accident, contact the Recreation Services Manager (861-7868) during regular business hours. First aid supplies are located in the Borough office building. Whenever possible; however, each group should bring their own first aid supplies.
- 10. In case of emergencies call 911. For building emergencies after hours contact the custodian on duty.**
11. In case of fire, pull the fire alarm located on either side of the gym. The building supervisor should act accordingly and direct participants out the nearest exits.
12. **Supervision of Children.** If you are leading a children's class or activity, never leave the children unattended. All children should leave the building before or at the same time the supervisors leave. Children of guests attending an event sponsored by the permit holder will not be allowed to roam the building, nor play unsupervised in the gym or the gym foyer. Children must be supervised at all times in all locations, including but not limited to the restrooms, foyer, parking lot, and grassy area.
13. **Permit Beginning and Ending Time.** Scheduled time includes set up and clean-up. If you need more time, please schedule this additional time into your request.
14. Return bleachers to the upright position.
- 15. At no time are individuals allowed to remain in the gym while another activity is being conducted. Individuals are requested not to enter or disturb activities of another Permittee.**

The above *Administrative Policies, Regulations, and Rules* dated December 20, 2024 are hereby approved and instituted until and unless amended by the Borough.

MATANUSKA-SUSITNA BOROUGH

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Hugh Leslie  
Recreation Services Manager  
861-7868

MATANUSKA-SUSITNA BOROUGH  
RECREATIONAL SERVICES  
BOROUGH GYM

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Supervisor Responsibilities

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It is essential that each and every scheduled gym event have a designated supervisor who is responsible for the conduct of the participants and spectators immediately before, during, and after their event. These responsibilities include, but are not limited to the following:

1. Identify any and all damage to the facility and report to this office immediately, but no later than the first workday after the damage was discovered. This must be done whether or not your organization caused the damage. Failure to report damages may result in the cancellation of the remainder of your gym time.

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| <ol style="list-style-type: none"><li>2. Supervision of children: Whenever an activity is in progress, <b>it is imperative</b> that all children are supervised, whether or not they are actually involved in the activity. Supervision <b>should also be provided in the foyer</b> and on the grounds immediately outside the gym.</li></ol> |
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3. Cleanliness of building: Pursuant to the contract, each group or organization is responsible to leave the building clean. All trash in the gym area and foyer must be placed in the waste receptacles. If the facility is not clean when your group begins its activity, please notify this office on the first workday following your rental time.
4. Renters shall place trash in provided receptacles. Renters are advised to bring extra 55 gallon garbage bags should they fill the trash containers. Renters shall wipe up any stains or spills, including tables and chairs after use. Renters shall sweep the floor with the broom(s) provided.
5. All tables and chairs **must** be returned to the designated storage area(s). All bleachers must be returned to its upright position and moved to either side of the gym against the wall. At no time should the bleachers block any of the exits.
6. Locking of doors: Each group should keep the doors locked during its activity. This prevents anyone not associated with your activity from coming into the building, causing damage, and leaving you responsible. The last group of the day should ensure that **all the doors** (not just the ones you used) are locked before leaving.