

City of Fairfax Parks and Recreation Department

Parks and Recreation
City Hall Room 123
10455 Armstrong Street
Fairfax, VA 22030
Hours: 8:30 am to 5 pm weekdays
Phone: 703.385.7858
Fax: 703.246.6321

GYMNASIUM USE

Role of the Volunteer Building Director

- Must be present at all times.
- Responsible for the supervision of all players.
- Responsible for interpreting all rules and regulations of the City and ensuring that all groups comply.
- Must check in with custodial staff upon arriving.
- Must make sure that the facility is left in the condition that it was found.
- Must report all usage problems and facility damage to the City Parks Department

Important Phone numbers:

- Inclement weather and cancellation Hotline: 703-324-5262 or 703-385-7976
- Supervisor on Duty 703-220-5102

Rules for Groups/People Using a Facility

- No FOOD or DRINK allowed on school property with the exception of water bottles!
- Respect the authority of the custodians, game officials, school staff and City staff.
- Carry a permit at all times.
- Respect and abide by your permitted times.
- Spectators and players are restricted to the gymnasium only.
- Respect school property. The facility must be left in the same condition in which it was found.
- Notify the City Parks Department of any non-use of a facility immediately.

- AT NO TIME shall the following be permitted on school property: alcohol, tobacco products, illegal drugs, or weapons.
- Always practice sportsmanship

What to Do in Case of usage Problems:

- Call Athletic Supervisor 703-220-5102

Groups failing to adhere to Policies:

- Call a meeting to discuss problem
- Send a warning letter
- Request the organization to pay for a building director
- Terminate usage