

## **ICE RINK PROCEDURES**

1. Vending machines are **off limits** to all students.
2. Bathrooms are **off limits** except in emergencies with instructor approval.
3. Roll should be taken in the bleachers in the area, not in the lobby, 7 minutes after the tardy bell.
4. Books and coats should be left in the arena, NOT in the lobby.
5. **Mittens or gloves are required** of all skaters. Instructors, please check before students enter the ice.
6. Students not participating should be marked “NO DRESS” and are to remain in the bleachers, NOT in the lobby.
7. NO student should be allowed on the ice without the instructor present.

## **SKATE RENTAL PROCEDURES**

1. Instructors and leaders should arrive before students and be behind the rental counter. No one other than leaders or teacher designated students are allowed behind the counter.
2. Students hand their ID card to the student leader and request a skate size. The ID card goes in the slot where the skates were stored. ID's are returned when skates are returned at hour's end.
3. Students are to put their skates on in the ice arena, NOT in the lobby.

## **SKATE RETURN PROCEDURES**

1. Leaders should leave the arena a few minutes early. They should be behind the counter when students re-enter the lobby.
2. Students should wipe the skate blades clean with a towel (provided at the counter), tuck the laces inside the skates, check that skates match, and fully insert skates in the proper slots.
3. Instructors – please advise students not to click blades together while waiting to return skates.

## **STUDENT DISMISSAL**

1. Students **should not leave** the rink until dismissed as a group by the instructor.
2. Please monitor student behavior in the lobby until dismissed.

**– THIS IS A PUBLIC USE FACILITY –**