

KG Sanda Campus “Key” Procedures

In the event of an emergency or important question, you can go to the main desk in the “Academic Common” administrative building.

To open meeting rooms and storage shed:

1. Go to the guard window in Building IV.
(This window is just inside the door on the right side of the building as you face the building.)
2. Building IV is up the stairs and on the left as you come from the dirt field. Or, if walking from the main gate, you’ll pass it before the stairs.
3. Identify yourself to the guard (state our school name) and sign in.
4. The guard may walk with you to the storage shed and open it for you; he may or may not give you the key for this shed.
5. The guard will give you separate keys for each of the meeting rooms we have reserved. These rooms are in the “clubhouse”, downstairs and/or upstairs.
6. The bag(s) of powder will have something like “SOIS” or “Sabers” written on them with a marker.
7. You need to write “SOIS” and the time on the little whiteboard outside the storage shed.
8. Line the field – lightly, if possible, because you will have to sweep it off when finished.
9. You may have to move the soccer goals from the dirt field over to the other field. There are some moving trolleys for this purpose, located in another storage shed near the club house.
10. Sweep off the chalk lines when finished. Or, for a 2-day tournament, you can leave the lines Friday, waiting until Saturday to sweep them.
11. The goals can simply be moved backwards toward the fence. You don’t have to return them to the dirt field.
12. Erase the small whiteboard.
13. Return the chalk, store it carefully, and close the storage shed door.
The guard will come later to lock it.
14. Return the keys to the guard window and sign out.
15. Get a parking lot ticket from the guard so that you don’t pay for parking.



door to Building IV, guard window