

<b>School:</b>	<b>St. Stephen</b>
<b>Last Updated:</b>	<b>January 19<sup>th</sup>, 2017 (JA + BC)</b>
<b>General Info:</b>	Parking can be found on the North side of the school. Enter the school at the main Southeast entrance. Once entering the school, turn left and then enter the glass doors. The gym will be on your left-hand side.
<b>Court Lines:</b>	4 courts. White badminton doubles lines. Courts are regulation size.
<b>Post holes:</b>	Utilize the post holes that are on the outside of the white lines roughly ~4-6 inches. You will need to use the yellow bungee cord that is on the East wall of the gym to open these up. Alternatively, any small tool or a car key.
<b>Nets:</b>	The CSSC owns 4 nets. The nets are stored in the equipment room located in the NW corner of the gym. They are in plastic container labeled CSSC Pickleball. Pickleball nets are setup at 3ft height.
<b>Posts:</b>	Posts are in the same equipment room as the nets and are located along the bottom shelf on the right-hand side as soon as you enter the doorway. <b>Please ensure these are put back correctly and neatly at the end of the night!!!</b>
<b>Step 1</b>	For this 4-court setup, you will use 5 posts. Begin by placing each of the 5 posts in the post holes beside each court sideline (4-6 outside of each sideline).
<b>Step 2</b>	On these Badminton posts, there are attachments at the 3ft height; there will be either a ring loop, or 2 opposite-facing prongs. In either case, you will tie the top ropes of the nets in those attachments, fastening tightly.
<b>Step 3</b>	For the middle courts, ensure that the posts are turned in such a way that both courts can benefit from the bottom 3ft attachment (this means having the loop or prongs facing in a direction that runs parallel with the court sidelines).
<b>Step 4</b>	It is not necessary to tie the bottom of the nets; however, if you wish to do so, you can simply wrap the rope around the post and fasten a knot.
<b>IMPORTANT NOTES:</b>	<b>Please put everything back the way you found it and ensure garbage is removed from the gym at the end of the booking</b>
<b>PAST COMPLAINTS:</b>	