

St. Paul's United Church of Christ

2227 West Michigan Street

Evansville, Indiana 47712

GYMNASIUM POLICY

Approved by The St. Paul's Council on April 19, 2018

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The St. Paul's United Church of Christ Gymnasium is a multi-purpose facility designed to accommodate religious and social gatherings and some sports activities. It is designed primarily for Basketball and Volleyball usage. Dodge Ball is a permitted activity. The gymnasium was not designed for high-impact sports such as Baseball, Football, Soccer, and Hockey, and those activities are not permitted. All usage of the gymnasium is subject to the approval of the Trustees of St. Paul's United Church of Christ.

PROHIBITED SUBSTANCES

Smoking of any type is not permitted at any time. The presence, use, and/or consumption of alcohol and/ or illegal drugs is not permitted at any time.

AVAILABILITY

The gymnasium is generally available for rental on weekday evenings after 5:30 PM, all day and evening on Friday, and all day and evening on Saturday. The gymnasium is typically not available on Sunday. All activities and usage of the gymnasium must end by 11:00 PM.

Other times may be considered by the Trustees. The Trustees may establish fees to cover utilities, custodial time, and other costs for gymnasium rentals outside of the above times.

PRIORITY OF USE

The following list shows the priority with regards to the scheduling events in the gymnasium:

1. **Church Events** - anything for the entire church by a group within the church
2. **Church Organizations** - anything for any group within the church
3. **Groups Associated with Church Members** - functions for members of St. Paul's
4. **Outside Groups** - any non-St. Paul's related group, individual, team, etc...

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SCHEDULING PROCEDURE

Requests to use the gymnasium shall be made to the church office by completing and signing a ***Church Facilities Usage Request Form***. This must be done for all church events, church related events, outside events, and events for members and non-members. The form may be submitted during regular St. Paul's office hours.

Time slots for weekly use of the gym may be reserved for a period of up to three (3) months at a time, and then continue for additional three (3) month periods if there are no scheduling conflicts. Scheduling is done on a first-come, first-served basis subject to the Priority of Use.

RESPONSIBILITY FOR DAMAGE

All groups or individuals using the gymnasium are financially responsible for any and all damage that occurs to the facility during the period of that group's or individual's period of gymnasium rental.

RESPONSIBILITY FOR USAGE

Any youth under the age of eighteen (18) using the gymnasium must be accompanied **at all times** by an adult of at least twenty-one (21) years of age.

At least one person of the renting group must be at least twenty-one (21) years of age, **present at all times** during the rental period, and agree to be responsible for the conduct of the group.

Any person or persons using any St. Paul's facility who fails to act responsibly or fails to comply with the established rules of the facility may be asked to leave by church personnel, officers of the church, or Trustees. In that event, the Trustees may refuse that person/group's future use of the facility.

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RENTAL FEES

Athletic/ Fitness Events

\$25.00 per hour, two hour minimum

for gym use only

Participants sign waiver (as described below)

Social and Other Events

\$50.00 per hour, two hour minimum

area and accessory usage

Set-up/ Take-down is group's responsibility

The Trustees, at their discretion, may offer lower rental rates to regular gymnasium users.

Payment may be made in cash or by organizational check. All payment must be received in the St. Paul's office no later than forty-eight (48) hours prior to the start of the rental period.

St. Paul's United Church of Christ reserves the right to refuse rental to any individual or group if the purpose of the rental is determined to be inappropriate for the church environment, or if the purpose of the rental is not consistent with the beliefs, practices, and/or procedures of St. Paul's United Church of Christ.

CERTIFICATE OF INSURANCE -or- WAIVER, RELEASE OF LIABILITY & INDEMNITY AGREEMENT

All non-St. Paul's groups renting the gymnasium must either provide a **Certificate of Insurance** to the St. Paul's office no later than forty-eight (48) hours before the rental period is to begin, **or all** members of the renting group participating in the group's rental of the gymnasium must complete and sign a **WAIVER, RELEASE OF LIABILITY & INDEMNITY AGREEMENT** in the absence of a Certificate of Insurance. The Agreement is available online or from the church office.

I HAVE READ AND UNDERSTAND THE **GYMNASIUM POLICY** OF ST. PAUL'S UNITED CHURCH OF CHRIST AND AGREE TO THE TERMS AND CONDITIONS AS DESCRIBED HEREIN:

Printed Name

Date

Signature