

# Trinity Presbyterian Church

## Gym Usage Policies and Procedures

1. The gym facility is open to both members of Trinity Presbyterian Church and non-members.
2. Gym usage is subject to availability according to the church's calendar and approval from the Chairman. **The gym is not available for use on Sundays.**
3. Members of Trinity Presbyterian Church may use the gym at no charge and without a reservation, provided the member's party is under 25 persons and the facility is available. However, members must adhere to the same rules as non-members.
4. Non-members will be charged a fee of \$50.00.
5. Gym usage is a privilege and therefore certain guidelines must be adhered to.
  - No activity will be permitted which is contrary to church policies.
  - The attached registration form must be filled out and turned in to the church office along with a check for the appropriate amount at least two weeks prior to the event. (If there is a conflict in scheduling, you will be notified and your check will be returned or you will be reimbursed.)
  - A key will be issued for the entrance from the rear parking lot. This key must be returned to the office after the event. If this key is lost or damaged, you will be charged \$50.00 for its replacement. (The entrance from the rear parking lot locks every time the door closes.)
  - As part of the church building, the gym is designed for use in wholesome activities. Therefore, users of the gym will be expected to dress and conduct themselves accordingly. Tobacco, drugs, alcohol, profanity and unsportsmanlike behavior will not be tolerated. Pets are not allowed in the building.
  - There must be a minimum of one adult for every 7 children present. It is the responsibility of the adults present to make sure that children remain in the gym. The rest of the church building is off-limits.
  - Equipment belonging to the church must remain inside the building unless otherwise approved by the Chairman. Any equipment or fixture that is damaged, lost, or destroyed, will be replaced by the individual or group responsible for the damage.
  - All other areas of the church (i.e. youth center) are off-limits unless approved by the Chairman.
6. Set up and basic clean up is the responsibility of the user of the facility. Arrangements for tables, chairs, and any other items needed must be made through the Chairman. Basic clean up includes sweeping the utilized area of the gym floor and disposing of trash into the provided garbage bags. **\*There will be a \$50.00 cleaning fee if the gym is not cleaned by those using the facilities. This includes sweeping and emptying the garbage upon completion of use. This applies to each usage. Brooms and trash bags are provided.**
7. TPC reserves the right to refuse gym usage to anyone for any reason.
8. **The use of the facility and all equipment will be at the risk of the participant. Trinity Presbyterian Church does not assume liability or responsibility for any injury to a user of the facility. TPC does not make any express or implied warranty of the premises, the equipment, or fixtures.**