

Gymnasium Usage Policy and Fees

Bethesda Baptist Church

(Adopted 10/8/13 – Updated 2/10/14)

The primary use of Bethesda's elementary and upper-school gymnasiums will be for church and school functions. All gymnasium use will need to be pre-approved.

Members and non-members may request the use of the gyms, upon availability, for personal functions with certain deposits and fees applicable.

Reservations must be submitted and approved no later than one week in advance of the activity date. It is our expectation that any use of the gym, or any of the facilities, shall be with the proper conduct and respect. No alcohol, tobacco, or firearms shall be used inside the gymnasiums.

***Please note that unexpected church or school events could result in a relocation of your event within our campus.*

Pre-approval process:

- Request approval of the desired gym at the school by going online to http://ebethesda.org/calendarbuildingform_1.
- Once your request is approved and your activity is secured on the church calendar, you will be notified by our receptionist via email.

Gymnasium usage guidelines:

- When the usage of the gym involves recreational activity, each participant must submit in advance a signed Gym and Athletic Fields Use Participant Permission Form.
- Each ministry or individual approved to use the gyms is responsible to set the gym up as instructed afterwards. Failure to do that could result in the denial of future room requests. (Our maintenance staff is only responsible for the set up and tear down of an activity that is church-wide (ex., common grounds).

- Please confine your activities to the spaces reserved for your group, even if other rooms are not being used at the time.
- There is to be adult supervision at all times.
- Sweep all gym floors afterwards. If your activity produces trash, it should be disposed of in the dumpsters in the fenced area by the barn and new trash bags should be put in the trash cans. Dust mops and trash bags for the MAC are in the janitor's closet in the main hallway. Dust mops and trash bags for the elementary gym are in the mechanical room.

***Please note – mechanical room must be accessed only by the person in charge of the event.*

- All functions, including clean-up time, will be scheduled only Monday thru Saturday, beginning no earlier than 8:00 a.m., and no later than 9:00 p.m., unless previously approved by our Facilities Director.
- Make sure all lights are turned off (including restrooms).

Your group is responsible for any damage done to Bethesda Baptist Church & Schools or its contents while you are using them. If something is found in non-working order or damaged, please report that immediately to our Facilities Director by emailing facilities@ebethesda.org.

Payments, Deposits & Fees for gymnasium usage are as follows:

Usage other than church or school ministry or events used by a **church member** who is the responsible party - \$100.00 refundable deposit required.

1. Deposits are due on the Thursday, one week before the activity date and should be given to our bookkeeper or the assistant bookkeeper. Deposits not received in advance could result in the forfeiture of the activity.
2. We will refund your deposit in full after we have verified that our maintenance staff did not have to reset the room up for the next church activity (ex. Man-up, True Woman) or clean up after your activity.
3. Your deposit will be returned within two weeks of your use of the gym.

Usage other than church or school ministry or events used by a **non-church member** who is the responsible party - \$50 per hour with a minimum of two hours – non-refundable.

1. Payment is due on the Thursday, one week before the activity date and should be given to our bookkeeper or the assistant bookkeeper. Payments not received in advance could result in forfeiture of the activity.
2. If our maintenance staff is required to reset the gym up for the next church activity (ex. Man-up, True Woman), or clean up the gym after your activity, you will be charged additionally for that expense.
3. You will be contacted within two weeks after your activity if you will be charged additional fees.

Cancellation Fees

A cancellation fee of \$50 may be charged if activity is not canceled two weeks prior to the schedule date.

Bethesda Baptist Church & Schools Gym and Athletic Field Use

Participant Permission Form

Adopted 1/22/14

Use of the Bethesda Baptist Church and Schools (hereafter BBCS) facilities and athletic fields are at the sole discretion of the officers and board of BBCS. Use of the facilities, even when booked in advance, may be revoked at any time and for any reason by BBCS. Potential refunds will follow the protocol established in the contracts with BBCS.

My signature below indicates that I or my child will use BBCS facilities and that we will hold BBCS harmless from any injury and damage to myself and/or my child(ren) as well as to my property which may result from the use of BBCS property. In addition, I will agree to indemnify BBCS for any damages that I / my child(ren) may cause.

All participants in athletics and exercise programs are urged to be evaluated by a physician prior to participation. Minors may participate only under close adult supervision.

Print Name of Minor / Minors

Print Name of Adult Participant or Parent / Guardian

Signature of Adult Participant or Parent / Guardian

Date ___/___/___