

APPROVED:  
APPROVED DATE:

### Procedures for Using the Church Gymnasium

1. The fee for using the gymnasium for non-church sponsored events (birthday parties, etc.) is \$25 per hour with a minimum fee of \$50. There is no fee for church related events (Sunday school fellowships, etc.) Contact the church office at least one week prior to the event. Fill out the form below. A ministry assistant will check the ministry scheduler to see if the gym is available. **Your reservation is not held until you have paid the appropriate fees.**
2. If your event is not during church office hours, check out a key from the church office. You will be given a key to the left door at the Summer Street entrance. Only a church member can check out a key.
3. Use only the areas of the church you have reserved. Keep participants out of other areas in the building.
4. Turn out all lights and make sure the doors are locked.
5. Return the key to the church office during office hours. A ministry assistant will note that you have returned it.

COPIED & GIVEN TO Jim Keith:	_____	_____	MONIES RECEIVED:
COPIED & GIVEN TO Julie Brawner:	_____	_____	\$ _____ initial _____
Contacted requester of approval:	_____	_____	

### Request to Use the Church Gymnasium

Type of event: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date of event: \_\_\_\_\_

Time of event: Start time: \_\_\_\_\_ Ending time: \_\_\_\_\_

If you need time to set up or prepare for the event, what time will set up begin? \_\_\_\_\_

Name of church member responsible: \_\_\_\_\_

Phone number of church member responsible: \_\_\_\_\_

Number of round tables needed: \_\_\_\_\_ Number of folding chairs needed: \_\_\_\_\_

Equipment you wish to use: \_\_\_\_\_ 10' goal \_\_\_\_\_ 8' goal \_\_\_\_\_ volleyball

This procedure does not apply to use of the gymnasium for weddings or wedding receptions.  
There is a separate wedding policy available from the wedding committee.