

APPROVED:

APPROVED DATE:

### Procedures For Using the Church Gymnasium

1. 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.
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. If you use the building on a Friday evening or Saturday, there will be no custodian to clean the building before Sunday.
4. You will be responsible for cleaning up any mess you make. Dry mop the gym floor with the push mop. Wipe up any spills or spots on the floor and spray with the bottle of spray cleaner provided in the gym. **Do not use any cleaner on the gym floor other than that provided.** Bag your trash and take it to the church dumpster. Check the restrooms, pick up any paper, wipe off the counters.
5. Set up the gym like you found it. If tables have been set up for Sunday School or Wednesday nights, you will be responsible for setting them back up after you leave. If there were no tables set up, you can simply leave the gym empty as you found it.
6. Turn out all lights and make sure the doors are locked.
7. Return the key to the church office during office hours. A ministry assistant will note that you have returned it.

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| COPIED & GIVEN TO Jim Keith:     |  |  |
| COPIED & GIVEN TO Julie Brawner: |  |  |
| 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 to 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.