

College Park Baptist Church  
Policy for  
**GYM USAGE**

Revised October 19, 2016

**I. GENERAL**

The College Park Baptist Church Gym is an extension of the mission of the Baptist Church, which is “to make disciples of Jesus Christ for the transformation of the world.” It is with this responsibility in mind that the following policies and guidelines have been adopted. Where a literal and strict interpretation of this policy would result in hardship or injustice, the Facility Usage Committee and its designees have discretion to use their best judgment to accomplish the goals of this policy.

**II. GYM USE PRIORITY**

- A. In view of the fact that the Gym is considered an important part of the College Park Baptist Church mission and outreach into the community, the Gym is available for use by both Members and Non-Members. Every effort should be made to accommodate Member’s requests for scheduling of the Gym, but not at the expense of canceling a Non-Members already scheduled event.
- B. The Gym will not be available for use on Sunday other than by the Church itself. Gym usage is subject to availability according to the Church’s online calendar and approval from the Facility Usage Committee or designated Church staff and payment of applicable fees.

**III. GYM RESERVATIONS**

- A. To reserve the Gym you should contact the Facility Usage Committee Chairman or the designated Church staff representative they have selected via the online scheduling request form at [www.collegepark.ws](http://www.collegepark.ws). The Gym Usage Agreement form, Gym policies form and Personal Code of Conduct form must be completed and signed prior to use. Payment of any applicable fees is mandatory. You may contact the Church office at (336) 768-5870 for more information.
- B. Member fees, if any, can be waived upon agreeing to leave facility as they found it. Non-Members are always subject to fees.
- C. Keys, alarm codes and keyless entry access is prohibited to Non-Members.
- D. If a Non-Member or Group schedules the Gym, they must pay associated fees whether they occupy that time slot or not. No Exceptions.
- E. Non-Members who have a long-standing relationship with the Church and are a regular attendee, but haven’t yet become members, can receive member pricing and availability. This would require Facility Usage Committee approval.
- F. **Rental Availability.** The Gym is available for rental (excluding holidays) at all times except for the following:
  - 1. Sundays
  - 2. Religious Holidays
  - 3. Wednesday Nights

**IV. GENERAL RULES AND REGULATIONS**

- A. No food, drinks or gum are allowed in the Gym at any time. Selling and/or the distribution of food is prohibited.
- B. Smoking is prohibited anywhere in the building of College Park Baptist Church. Alcoholic beverages and illegal drugs are prohibited anywhere on the property of the Church.
- C. All use must be confined to the areas requested and approved on the Gym Reservation Agreement.
- D. Applicants must agree to compensate the Church for any and all damages caused during the event other than normal wear and tear.
- E. The Church will not be responsible for losses of personal property or injuries suffered by individuals or groups occurring during the use of the Gym.

- F. For the safety of all children, there should be no running or climbing, unless a normal and customary part of the activity.
- G. Everything used during an event/meeting (chairs, tables, equipment etc.) must be cleaned and/or returned to their original state and location.
- H. There must be adult supervision when children are present in the Gym. It is the responsibility of any adult present to make certain that children remain in the Gym.
- I. The rest of the Church buildings are considered off limits when the gym is in use.
- J. No hard sole shoes, shoes with spiked heels or any other footwear that leaves marks on the Gym floor or damages the Gym floor are permitted to be worn.
- K. College Park Baptist Church reserves the right to refuse Gym usage to anyone for any reason at its discretion.
- L. No decorations or the application of materials to the walls, ceiling or floor which will mar, deface or damage these surfaces may be used. Helium balloons may not be used in the Gym.
- M. No weapons of any kind allowed. This includes concealed weapons.
- N. The Facility Usage Committee, Recreation Committee, designated Church staff by those committees or the Pastor have the discretion to approve or reject all activities and scheduling of those activities.
- O. In the event the use of the Gym floor requires the use of tables on the playing surface, mats must be placed over the floor.
- P. The wood floor of the Gym must be dust-mopped before and after use.
- Q. If any water is spilled, it must be cleaned immediately.
- R. Set-up and basic cleanup is the responsibility of the user of the Gym. Arrangements for tables, chairs, and any other needed items must be made at the time the Gym is reserved. Basic clean up includes sweeping the area of the Gym used for the activity and disposing of trash into the provided garbage containers.
- S. No profanity.
- T. Shirts are to be worn at all times.
- U. Point of entry into the Gym is allowed only through the front doors except in the case of an emergency.
- V. No person or group may charge an entrance fee into or profit from the use of the Gym.
- W. Any violation of these rules, regulations and conditions may result in the immediate termination of the right to use the Gym or an immediate dismissal at the time of the violation.

## **V. LIABILITY**

The use of the Gym and any equipment will be at the risk of the participant and/or participants. College Park Baptist Church does not assume liability or responsibility for any injury to any user of the Gym. College Park Baptist Church does not make any express or implied warranty of the premises, the equipment or fixtures.

## **VI. GYM USAGE FEES**

The fees as reflected on the Schedule of Fees, found below on this Gym Usage Policy, is based on the relationship between the User and College Park Baptist Church. There is one Schedule of Fees for Members and another schedule for Non-Members. A member is defined as someone who has joined College Park Baptist Church either by baptism, transfer of letter or statement of faith, or someone who is listed on the rolls of College Park for at least 6 months prior to completing the Gym Reservation Agreement. This would classify them as a regular attendee and entitle them to Member pricing.

College Park Baptist Church  
**SCHEDULE OF GYM USAGE FEES**

A. Members

a. Gym Rental Fees

- no charge for members in good standing

b. Cleaning Fee

- Cleaning Fee- \$100.00
- Cleaning Fee exception- The above fee can be waived if the Member in good faith agrees to leave Gym as they found it. If Member doesn't want to clean Gym after use, they can elect to pay \$100.00 to have it cleaned for them.

B. Non Members

a. Gym Rental Fees

- Hourly rate - \$60

b. Refundable Security Deposit- Minimum \$200.00

- Note: The above security deposit is a minimum required for usage up front before the scheduled event is to take place. This will be adjusted upward by the Facility Usage Committee depending on the level of usage and equipment requested by the Non-Member or Group.

c. Additional Fees

- Some available resources require training, setup, and potentially Church representatives to properly run the equipment. Therefore, additional fees for use of items like the sound system, scoreboard, and the like are to be negotiated between the Church and user.

d. Cleaning Fee

- Standard Fee- \$100.00

C. *Hoops4Him*

a. *Gym Rental Fees*

- *Hourly rate - \$30*

b. *Refundable Security Deposit- Minimum \$200.00*

- *Note: The above security deposit is a minimum required for usage up front before the scheduled event is to take place. This will be adjusted upward by the Facility Usage Committee depending on the level of usage and equipment requested by the Non-Member or Group.*

c. *Additional Fees*

- *Some available resources require training, setup, and potentially Church representatives to properly run the equipment. Therefore, additional fees for use of items like the sound system, scoreboard, and the like are to be negotiated between the Church and user.*

d. *Cleaning Fee*

- *Standard Fee- \$100.00*

**ACKNOWLEDGMENT OF GYM USE POLICY**

**CHURCH REPRESENTATIVE**

**USER/GROUP REPRESENTATIVE**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Name

\_\_\_\_\_  
Position with Church

\_\_\_\_\_  
Position with User

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Today's Date

**GYM USAGE AGREEMENT**  
College Park Baptist Church  
1701 Polo Road - Winston-Salem, NC 27106 - 336-768-5870

**USER/GROUP INFORMATION**

User/Group Representative Name \_\_\_\_\_  
Group Name (if applicable) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email \_\_\_\_\_  
Contact Phone Number (During Event) \_\_\_\_\_

**EVENT INFORMATION**

Type of Event \_\_\_\_\_  
Day and Date of Event \_\_\_\_\_  
Time Needed (Include minimum 1 hour for setup and cleanup) \_\_\_\_\_

**LIABILITY INSURANCE INFORMATION**

Liability Insurance Company \_\_\_\_\_ Check if no coverage \_\_\_\_\_  
Policy Number \_\_\_\_\_

PLEASE NOTE: Terms of this agreement requires that policyholders add College Park Baptist Church as an additional insured to their policy. **A copy of this proof of liability must be attached to this completed agreement.**

**SETUP INFORMATION**

Specific Set-up/Equipment Needs (sound system, tables, chairs, basketball goals, volleyball net, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing on the line below, I understand that if I do not utilize the gym at the above date/s and time, I still have to pay the applicable fees. I also understand that in the event there is damage that is below the insurance deductible, I will be billed and held responsible for that damage in addition to what the insurance covers.

\_\_\_\_\_  
User/Group Representative Signature

**ACKNOWLEDGEMENT OF TERMS OF GYM USE:**

This Application is granted subject to the Terms of Agreement set forth in the Gym Use Policy. The undersigned on behalf of the above named user/group agrees that these policies and rules shall be strictly observed and accepts complete responsibility for their enforcement. Regardless of whether the undersigned or "Group" is covered by Liability Insurance, the Undersigned and Group agree to compensate, protect, defend and hold College Park Baptist Church, its members, employees and representatives, and their successors and assigns, from any and all claims, demands, losses, or damages of any kind (including but not limited to any damage to the church, any personal property of the church or any property of others located at the church, and any personal injury or liability of any kind, including attorney's fees) which may result from the use of property of College Park Baptist Church by the undersigned, the "Group", its members or any invited or uninvited guests attending the event described above. The undersigned will be responsible for the Event.

**CHURCH REPRESENTATIVE**

**USER/GROUP REPRESENTATIVE**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Name

\_\_\_\_\_  
Position with Church

\_\_\_\_\_  
Position with User

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Today's Date

**FINANCIAL INFORMATION**  
**(to be completed by church representative)**

**CHURCH MEMBERS**

**GYM RENTAL**

Gym Rental Hours \_\_\_\_\_  
Hourly Rate \_\_\_\_\_  
Total Gym Rental \_\_\_\_\_

**CLEANING**

Cleaning Fee \_\_\_\_\_

**TOTAL FEES**

Amount Due \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Payment Method \_\_\_\_\_

**NON-MEMBER/ORGANIZATION**

**GYM RENTAL**

Gym Rental Hours \_\_\_\_\_  
Hourly Rate \_\_\_\_\_  
Security Deposit \_\_\_\_\_  
Additional Fees \_\_\_\_\_  
(sound, scoreboard, etc.) \_\_\_\_\_  
Total Gym Rental \_\_\_\_\_

**CLEANING**

Cleaning Fee \_\_\_\_\_

**TOTAL FEES**

Amount Due \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Payment Method \_\_\_\_\_