

Trinity Lutheran Church/School Gym Use Policy

Our Philosophy:

All of our buildings and facilities were constructed by sacrifices of God's people and are dedicated to be used for God's glory to meet the needs of our church/school and to share the Gospel of Christ with our community. Therefore, every facility is to be treated respectfully at all times. At no time are the buildings or facilities of Trinity Lutheran Church/School Gym to be used by persons or groups for any questionable activity or for any purpose that could possibly bring reproach upon the name and cause of Jesus Christ. At no time should their use conflict with the ministries and purpose of this church/school. It is our desire that all things done on our grounds be done decently and in order and in a Biblical, Christ-honoring way.

Gym Use Policy:

All coaches, teachers, activity leaders or persons in charge are responsible to see that these policies are observed by all when using the gymnasium or the use of the gym may be forfeited.

1. Scheduling of the gym is to be done through the Athletic Director. Office hours are 8:30 A.M. to 4:30 P.M. Monday through Friday. Office phone is (406) 257-6716. The gym is not available for use during church services, including special services and during church/school activities. A church service takes precedence over a church/school activity.
2. There is to be no use of tobacco, drugs, or alcohol on the church/school property. Dress should be modest, appropriate for the activity, and not offensive to Christian values. Improper language will not be tolerated.
3. There is to be no climbing or hanging on the net, rim, basket supports, or wall mounted mats. Dunking the ball off chairs, tables, etc. is not permitted. Damage to any church property may be the responsibility of the group or individual using the facility. Each incident will be reviewed separately to determine the responsibility.
4. The entire gym floor is to be cleaned after each activity and debris put into a trash can. A dust mop, dust pan, and broom are located in the room beside the equipment room and are to be stored there after use. If mopping is needed, mops and bucket are located in the custodial room off the north end of the gym.
5. Participants are to wear clean, soft soled gym shoes that will not mark the playing floor.
6. The equipment room off limits to all except the group leaders. All equipment taken from the room for use is to be returned and stored properly. This room is to be kept locked when not in use.

Adopted 9-6-2011

7. Any food or drinks taken into the gym must be kept off the playing floor area except when it is a church/school-wide event.
8. No bicycles, skateboards, roller skates, in-line skates or non-approved scooters are permitted.
9. Requests by active church members to reserve the facility for non- ministry activities are to be submitted to the athletic director for approval.
10. After the activity, lights in the gym - including restrooms, locker rooms, etc. are to be turned off. All sports and cleaning equipment, etc. are to be stored after each use. The ventilation system is to be turned back to heat. Bathrooms checked for cleanliness, commodes flushed, waste baskets emptied, etc. All garbage is to be properly disposed of in the dumpster south of the gym. New trash liners are to be replaced. The liners can be found in the custodial room located at the north end of the gym. The floor is to be swept and dirty spots mopped. Gym is to be left neat and in order. Don't simply finish the activity, turn off the lights and close the doors, it is not the responsibility of the church or its workers to clean up after others. It is up to the individuals using the gym to clean up after themselves. The Golden Rule: Leave it as good as or better than you found it.

NOTE: It is the responsibility of the person making the request to use the facility that the gym is left clean. It is not the responsibility of the janitor to clean the facility after each use; it is the responsibility of those using the facility to leave it in a good condition with all the above requirements met. Any personal items left in the gym are not the church/school's responsibility.

11. The gymnasium doors are to be kept locked when not in use. All doors should be securely locked after its use (unless another function is scheduled to follow). Please check emergency exit doors at the south end of the gym.
12. If access is needed after regular business hours, a key will be made available upon request.

These policies are to be observed in order that the facility might be properly maintained for everyone's use. Any group or individual not observing these policies may be denied use of the facility. Thank you for your cooperation.

For Non-church/school Members or Non-church/school sponsored groups:

The **above policy applies**, in addition:

1. Each group must have a responsible person who is at least 21 years of age or above to supervise that group.
2. The Athletic Director must be notified as to who will be supervising the group.
3. The group supervisor will be responsible to make certain that the gym use policy is carried out.
4. The gym will not stay open later than 10 P.M. on weekdays or 11:00 P.M. on weekends unless it has been pre-approved.
5. Groups must display a cooperative attitude regarding waiting until church/school groups have finished their activity before starting play as well as leaving the gym when it is time for a scheduled church/school event to begin.
6. For any non-member activity, a fee of \$20 an hour will be charged (not to exceed \$100 per event) to cover operating costs. A \$50 deposit will be required one week before the scheduled event. The deposit will be returned if there is no damage to the property and no additional cleanup is required.
7. Trinity Lutheran Church/School does reserve the right to decline any request for the use of its facility if it is determined that those activities hinder in any way the testimony, ministry or purpose of Trinity Lutheran Church/School.

Trinity Lutheran Church/School Gym Reservation Form

Name: _____

Phone: _____

Date of Activity: _____

Description of Activity: _____

Other Equipment Needed: _____

Date Deposit Paid: _____

I have read, understand and agree to the conditions and responsibilities found in the policy for gym use:

Signature

Date