

## Trinity Lutheran Church

400 W. California St.  
Kalispell MT, 59901  
(406) 257-5683

# Gym Use Policy

Trinity Lutheran Church/ School

## Our Philosophy:

All of our buildings and facilities were constructed by the 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 times are the buildings or facilities of Trinity Lutheran Church/ School Gym to be used by persons or groups of questionable activity or for any purpose that could possibly bring reproach upon the name and cause of Jesus Christ. At no times should the 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 a Biblical, Christ-honoring way.

## Gym Use Policy:

**All coaches, teachers, activity leaders or persons in charge are responsible to see that the following policies are observed by all when using the gym or future usage may be forfeited.**

1. Scheduling of the gym is to be done through the Athletic Director, Claire Hoy. 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 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. No weapons or pets allowed in the facility.
3. There is to be no climbing or hanging on the nets, rims, 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, broom, dust pan, and scuff remover are located in the room beside the stage and are to be stored properly there after each use.
5. Participants are to wear clean, soft soled gym shoes that will not mark the playing floor.
6. The equipment room is off limits to all except the group leaders. All equipment taken from the room for use is to be returned and stored properly. The room is to be kept locked when not in use.
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 or the tarps have been rolled out.
8. No bicycles, skateboards, roller skates, in-line skates or non-approved scoots 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, the gym should be left as good if not better than you found it:
  - a. Gym lights, including the restrooms, locker rooms, and foyer, should be turned off.
  - b. All sports and cleaning equipment, etc. are to be stored properly after each use.
  - c. The ventilation system should be turned off.
  - d. Bathrooms are checked for cleanliness.
  - e. All garbage is to be properly disposed of in the dumpsters south of the gym.
  - f. New trash liners are to be replaced (new liners found inside the cans).
  - g. The floor is to be dust mopped.
  - h. It is the responsibility of the individuals using the gym to clean up after themselves, not the custodial staff.
  - i. Any personal items left in the gym are not the church/ school's responsibility.
11. The gym doors are to be kept locked when not in use. All doors should be securely locked after its use. Please check the emergency exit doors at the south end of the gym.
12. If access is needed after regular hours a code or fob 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. We thank you for your cooperation.**

## **For Non-church/ school Members and/ or 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 whom the supervisor will be. The Athletic Director must also have a phone number to contact the group supervisor.
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 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 \$30 per hour will be charged (not exceeding \$100 per day) to cover operating costs.
7. \$50 deposit fee. The deposit will be returned if there is no damage to the property and no additional cleanup is required.
8. Equipment is available (basketballs, volleyballs, volleyball net, sound system, bleachers, etc.) for use; additional cost of \$20 per day.
9. Deposit and full payment required no later than one week prior to gym use. Payment collected by Athletic Director.
10. Checks made out to Trinity Lutheran Church.
11. For long-term rental agreements payment is due quarterly.
12. 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

Supervisor name:

Phone:

---

Number of participants:

Group name (if applicable):

---

Date(s) of activities:

Time(s) of activities:

---

Description of activity:

Requested equipment (if applicable):

---

Total amount due:

Date contract submitted:

---

Quarterly payment dates (if applicable):

Quarterly amount due (if applicable):

---

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

---

Signature

Date