

Bridgeport United Methodist Church Gymnasium Program Application Policies and Responsibilities

The gymnasium program at Bridgeport United Methodist Church is an important part of the total ministry of the congregation to its own members and others in the Bridgeport community. Physical development and fitness is a part of our total response in love and obedience to God which Jesus endorsed and requires of us as his followers:

Thou shalt love the Lord thy God with all thy heart, and with all thy soul; and with all thy strength and with all thy mind; and thy neighbor as thyself. --- Luke 10:27

Policies

1. **ALL** scheduling for the gym must be approved by the Associate Pastor of Youth and Church Communications. Information concerning schedules and application forms may be obtained through the church office.
2. Application forms for using the gym must be fully completed by the person who is accepting the responsibility of supervising the activity.
3. **ALL** activities will be scheduled for specific periods of time, including the number of weeks, specific days and designated hours.
4. A charge of \$20.00 per hour, including set-up time and clean-up, will be made for use of the gym to **ALL** individuals or organizations that are not within the congregation of Bridgeport United Methodist Church. Payment **MUST** be made to Bridgeport United Methodist Church no later than 30 days after scheduled event, unless a prior payment arrangement has been made with the Associate Pastor of Youth and Church Communications.
5. **ALL** individuals and organizations that are not within the congregation of Bridgeport United Methodist Church must provide proof of sufficient liability insurance to cover the persons involved with the scheduled activity.
6. No charge will be made for use of the gym when there is an approved activity and adult supervisor, with ten or more children and/or youth (under 18 years of age) from families in the membership of Bridgeport United Methodist Church.
7. No charge will be made for use of the gym when there is an approved activity and adult supervisor, with other classes or structured organizations within the congregation of Bridgeport United Methodist Church.

Responsibilities of Supervisors

1. Complete and sign application forms.
2. Follow instructions about use of lights, heat controls, and locking doors.
3. Keep gym clear of non-participating persons by allowing only persons under supervision to enter.
4. Enforce the no smoking rule in the building.
5. Enforce clean conduct and language in the building.
6. Enforce the supervised group to stay within the gym facility during the scheduled event and out of equipment storage area.
7. Arranging for the gym floor to be swept before leaving with equipment provided. (An additional \$25 will be added to the rental cost if gym floor is not properly swept).
8. Arranging for trash to be gathered and taken to dumpster (behind gym) before leaving. (An additional \$25 will be added to the rental cost if trash is not properly gathered and taken to dumpster).
9. Arranging for the lights to be turned out and the doors locked before leaving.
10. Reporting any accident, damage, or loss of property immediately to the church office or custodian.

**Bridgeport United Methodist Church
Application for Use of Facilities**

Name of Applicant _____

Applicant Address _____

Applicant Home Phone _____ Applicant Cell Phone _____

Applicant E-mail Address _____

Type of Organization: (check one)

Bridgeport United Methodist Church Group (No Fee)

Other Group (\$20.00 per hour)

Name of Organization _____

Organization Address _____

Organization Phone _____

Dates and times requested for use of facilities:

Beginning Date _____ End Date _____

Day of week _____ From: _____ p.m. to _____ p.m.

Day of week _____ From: _____ p.m. to _____ p.m.

Day of week _____ From: _____ p.m. to _____ p.m.

Day of week _____ From: _____ p.m. to _____ p.m.

Day of week _____ From: _____ p.m. to _____ p.m.

Describe in detail the nature of the intended activity _____

Estimated number of participants _____

If you are an individual or organization not within the congregation of Bridgeport United Methodist Church, you must carry liability insurance on the above scheduled activity.

Please provide the following:

Name of Insurance Carrier _____

Date of Insurance _____

Policy Number _____

Term and Coverage _____

Please attach a copy of your insurance policy to this application.

The undersigned certifies that all of the above statements are true and correct and hereby applies for permission to use the gymnasium as specified above. The undersigned further agrees to comply with all the rules and regulations set forth by Bridgeport United Methodist Church, and agrees that failure to comply with said rules may result in the revocation, suspension, or cancellation of the privileges of using the gymnasium. The undersigned further agrees to assume full responsibility for the acts of those using the gymnasium as specified above, and agrees to indemnify the Bridgeport United Methodist Church against any and all loss, claims, or suits for or on account of injury to or death of persons, damage to or destruction of property belonging to either Bridgeport United Methodist Church or others occurring by reason of the act of neglect of any person using the gymnasium in connection with the above described activity.

Applicant Signature _____ Date _____

Pastor Signature _____ Date _____

revised 07/01/08