

***Trinity Evangelical Lutheran Church & School
Regulations of Gymnasium Usage
Approved November 20, 2008
Rules and Regulations Regarding the Use of Trinity's Gymnasium***

To: All users of Trinity Evangelical Lutheran Church & School's gymnasium
From: Trinity Evangelical Lutheran Church Council
Re: Policy and procedures for controlled usage of the gymnasium.

We subscribe to the belief that all things at Trinity Evangelical Lutheran Church should be done in a fitting and orderly way, and that certain agreements and regulations are necessary and helpful to properly fulfill the purpose and obtain the objectives of Trinity Evangelical Lutheran Church. As an institution of education and focal point for the gathering of Christians, Trinity welcomes the use of its gymnasium by its members and affiliates, on equal terms to all persons and groups for the continuing purpose to serve all people in God's world on the basis of the Holy Scriptures and sound organizational practices.

I. Authorization

Control of church and school facilities is retained by the Church Council through approved coordinators. Such use will be determined by the Church Council policy and only at such times as the facilities are free from church and school use. The gymnasium coordinator for the church and school will be the school athletic director.

II. Priority for Use of Trinity's Gymnasium

The following shall constitute the general order of priority in the use of the congregational facilities:

1. Trinity's Church and School functions
2. Organizations/societies within Trinity's congregation
3. Individual members of Trinity's congregation wishing to play athletic contests
4. Other WELS (Wisconsin Evangelical Lutheran Synod)/ELS (Evangelical Lutheran Synod) organizations/congregations
5. Non-WELS groups

III. Uses of Trinity's Gymnasium

All uses of Trinity's facilities (athletic/recreational, social, educational, etc.) will be in compliance with the constitution of this congregation and the rules and regulations of the Church Council.

IV. Application for Use of Gymnasium

All organizations and individuals must complete the *Application for Gymnasium Use* **on an annual basis**. The purpose for the request and the type of use must be clearly stated on the application. Where special equipment is to be used, it must be requested in the application and approved by the Gymnasium Coordinator (athletic director for the school).

Application for the use of the gymnasium must be made through the Gymnasium Coordinator (athletic director for the school). Application forms will be available in the church and school office or on the church/school website (www.trinitycaledonia.org), and may be returned directly to the coordinator or dropped off in the church or school office. Applications by organizations or societies within Trinity's congregation or individual members of Trinity must be completed and given to the coordinator at least 48 hours before the scheduled activity is to take place.

Non-WELS groups must submit their applications for use of facilities at least 45 days prior to the date of the scheduled activity to allow time for review by the Gymnasium Coordinator and/or Church Council.

Where charges are assessed, the group/organization must submit payment to the Gymnasium Coordinator prior to the use of the facilities.

V. Fee Schedule

- Usage for church and school functions or organizations/societies within Trinity's Congregation is free.
- Rental of gymnasium will be set at the following rates:
 - ⌚ Gymnasium \$50.00/hr
- Rates may be discounted for WELS/ELS organizations/congregations, at the sole discretion of the Gymnasium Coordinator and/or Church Council.
- A key deposit of \$50.00 per building key will be assessed to all users, and must be paid prior to the use of the facility. Upon the return of any and all keys, a full refund will be given.
- A maintenance fee of \$25.00 will be assessed to all groups who do not clean up and replace the equipment borrowed after the conclusion of their activity as described in point VII. Fee must be paid before the group will be allowed to use the gymnasium again.
- All fees collected will be distributed evenly between the school's Sports Fund and the Building & Repairs Fund.

VI. General Regulations

1. An individual applying to use the facilities or an applicant on behalf of an organization/society within Trinity's congregation must be an adult member (at least 21 years old) of Trinity's congregation. No one is allowed to enter or use school facilities until the adult authorized to supervise the approved activity is present to take charge of the group.
2. Use of the gymnasium by organizations/societies within Trinity's congregation may be approved by the Gymnasium Coordinator. Use of the facility by other WELS/ELS organizations/congregations must first be reviewed and approved by the Gymnasium Coordinator and/or the Church Council before use of the facilities will be granted.
3. All property in the gymnasium belongs to the church and school and may not be removed without permission from the athletic director. Any group using Trinity's gymnasium equipment must meet with the athletic director or other designee prior to gymnasium use for instruction in proper setup so as to ensure no damage is done to athletic equipment.
4. All meetings and activities must be approved and scheduled through the appropriate administrator. The fellowship hall, church, and the classrooms will be off limits to groups approved to only use the gymnasium. Any individual/group using the

gymnasium without having reserved it in advance may forfeit any future use of the church/school facilities, unless reinstated by the Church Council.

5. All Non-WELS activities/events within the gymnasium must be supervised by a responsible adult (a member of Trinity's Congregation, if available) at least 21 years of age. The adult must be present **at all times**.
6. Scheduled users are responsible for maintaining order (particularly if children are present) and for proper use of gymnasium and equipment. At no time should children be allowed in the gymnasium unsupervised.
7. A key deposit of \$50.00 per key will be assessed to all users, and must be paid prior to the use of the facility. Upon the return of any and all keys, a full refund will be given.
8. Individuals using keys without proper authorization will be asked to leave the facility and such keys will be confiscated. Scheduled users lending their key(s) to unauthorized individuals may also forfeit their current and/or future use of the gymnasium, unless reinstated by the Church Council.
9. The user shall indemnify Trinity Evangelical Lutheran Church for, and hold it harmless from all liability, claims and demands on account of personal injuries, property damage and loss of any kind whatsoever, which arise out of or are in any manner connected with the use of this facility, based on any injury, damage or loss being caused by the negligence or other fault of the user, his/her/its guests and invitees. User shall, at their settlement or disposition, defend all actions based thereon and pay all charges of attorneys and other costs and expenses arising from any such injury, damage or loss, claim, demand or action.
10. The user must have policies of insurance and proof of financial responsibility sufficient to cover liabilities, damages to the facilities and costs as may arise from claims for personal injuries, property damage and loss of any kind in such coverages and amounts as required and approved by the Church Council. Acceptable proof of such coverages shall be furnished on request to the Gymnasium Coordinator and/or Church Council prior to use of the facilities under this agreement.
11. Damage to facilities or equipment must be reported to the adult supervising the activity, who must then report the damage to the Gymnasium Coordinator.
12. Smoking is not permitted at any time in any location within the entire school and church facility.
13. No food or drink (other than water) is permitted in the gymnasium at any time.
14. Individuals using the gymnasium must not wear street shoes or cleats. Users should bring a change of gym shoes that are NON-MARKING to change into before entering the gymnasium. In winter, boots and rubber shoes should be removed at the gym entryway to prevent the gym floor from getting wet.
15. There is to be **NO DUNKING OR HANGING** on the basketball hoops.
16. At no time should any outside doors be propped open. Each group will be responsible for assigning a door monitor to admit members of that group.
17. Do not turn off ceiling fans. Fans should be kept running at all times.
18. There is to be no climbing or sitting on top of the bleachers while they are in the closed position. Damage to the understructure may occur as a result.

VII. Group/Organization Responsibilities

Scheduled users must:

1. clean up after activity has ended
2. return equipment to proper location
3. sweep and/or vacuum floor mats after activity has ended
4. make sure all paper and trash are in proper containers
5. use lights with discretion and turn off all lights after activity has ended
6. check **ALL** doors to be sure that doors are locked before leaving building

Any user/group which does not follow through with the above responsibilities may be charged a \$25.00 maintenance fee, and may be declined future use of the facilities.

Users/groups will not be permitted to use the church and school facilities until any and all fees are paid in full to the Gymnasium Coordinator.

VIII. Use of Gymnasium/Facilities During Worship Services

The gymnasium is not available during Sunday morning worship services, weekday evening worship services, or all special worship services (Thanksgiving, Ascension, Christmas, etc.).

11/20/2008