

Guidelines for Use of the Gymnasium

1. The gym can be reserved by church members only.
2. The gym can be reserved anytime except during LOGOS on Wednesdays, or during Sunday services.
3. Each group that wishes to have an activity in the gym should have a contact person (who must be a responsible adult) who is responsible for scheduling the activity and is responsible for the key. All activities will be scheduled through the church office with the church staff during normal working hours, Monday-Friday from 8:00 a.m. – 6:00 p.m. We suggest that you schedule activities as far in advance as possible.
4. The contact person is responsible for the key, locking the building up, and making sure the building meets the following conditions:
 - a. All equipment (nets, balls, etc.) is returned in a neat and orderly fashion in the designated storage room.
 - b. All trash (coke bottles, paper bags, etc.) must be put in trash containers.
 - c. All lights and appliances should be turned off, all doors locked, and the heating/cooling system should be turned down to the specified temperature setting.
 - d. On you way out, make sure you are the last one out.
 - e. Return the key to the church office promptly.
5. Visitors are welcome. However, visitors must be accompanied by a church member.
6. No food or drink is allowed in the Gymnasium.
7. The gym should not be split up for bookings. If someone books the gym, then they have the entire gym.

NOTE: ALL RULES APPLY TO THE ENTIRE ACTIVITIES BUILDING, NOT JUST THE GYMNASIUM.