

Trinity Baptist Church

Pavilion/Gym Reservation Agreement

NAME _____ TODAY'S DATE _____

STREET ADDRESS _____

CITY _____ ZIP CODE _____

PHONE (home) _____ (work) _____ email _____

CONTACT # (during event) _____

CLASS/OR ORGANIZATION (if applicable) _____

EVENT _____

DAY AND DATE OF EVENT _____

RESERVATION IS FOR (check one) *Pavilion Gym *REC Field(s) 1 2 3

*Pavilion and REC Fields are seasonal and are only open during Spring/Summer/Fall months

TIME NEEDED: (Include minimum **1 hour** for setup and cleanup) _____

A deposit will be required at the time that the request is turned in: \$50.00(member) 75.00\$(non member). Cash will not be accepted, CHECKS ONLY. It is Trinity Baptist Church policy to hold the check once received. After the use of pavilion, gym, or fields, the facility is to be left in **good condition** for use immediately following the event. After Church staff inspection, the User's check will be shredded if the field/facility is found in good condition. "Good condition" is left up to the discretion of the staff.

PAVILION NOTATIONS: IF KEY IS NOT RETURNED AND/OR FACILITIES ARE NOT CLEANED, YOU WILL FORFEIT THE DEPOSIT. You will receive a key to the facilities by staff prior to the event. Please do not pass the key to anyone else. It must be picked up and returned to the church office Monday thru Friday between 8:00am and 4:30pm. The key must be returned within TWO (2) days or the deposit will be forfeited. The concession stand will not be available for use. You must provide your own supplies and ice. Liability is assumed by the User of the facility in regard to any personal or church property damage of loss of equipment arising out of the activities of the user.

GYM NOTATIONS: IF FACILITIES ARE NOT CLEANED, YOU WILL FORFEIT THE DEPOSIT. Unless specifically stated on the building use request and approved by staff, the event and event members are to be in the GYM ONLY. Failure to maintain the event within the gym may result in a forfeited deposit. The kitchen will not be available for use. You must provide your own food supplies and ice. If event User would like use of Church gym equipment, it must be specifically noted on the Building Use Request Form and approved by staff. The use of any type of tape or nails/tacks is strictly prohibited. Liability is assumed by the User of the facility in regard to any personal or church property damage of loss of equipment arising out of the activities of the user.

REC FIELD NOTATIONS: IF KEY IS NOT RETURNED AND/OR FACILITIES ARE NOT CLEANED, YOU WILL FORFEIT THE DEPOSIT. Field paint is not allowed for any event request. Fields must be left in good condition to be used immediately following event. If church equipment is moved by event members, it must be placed back in original location. The concession stand will not be available for use. You must provide your own supplies and ice.

Liability is assumed by the User of the facility in regard to any personal or church property damage or loss of equipment arising out of the activities of the user.

I have read the procedures and notations stated in this agreement and agree to comply with them. I understand that, as the signer of this agreement, I am responsible for this event and the care of the facilities. I will remain present the **entire time** of the event and will be available through the event contact number stated above. I agree a thorough check and cleanup will be made of the Pavilion/Gym/ REC Field(s) before departing to ensure the facility is cleaned, all garbage is removed from the site, no damage has occurred, and is ready for immediate use following the event. I will take on full responsibility for any keys/codes given to me and will return them to the Church office within the time frame stated in this agreement. I understand that if I fail to return a key, clean the facilities I use, damage occurs, and/or do not comply with this agreement and procedures of Trinity Baptist Church, I will forfeit my deposit without recourse.

INITIAL _____

RESERVATION SIGNATURE: _____ Date: _____

RESERVATIONS MUST BE MADE AT LEAST **TWO (2) WEEKS**** IN ADVANCE TO COORDINATE FACILITY MANAGEMENT. LESS THAN TWO WEEKS WILL BE FIRST COME, FIRST SERVE. RESTROOMS MAY OR MAY NOT BE OPEN. ALL RESERVATIONS MUST INCLUDE THE FOLLOWING: 1.) A COMPLETED TRINITY ACTIVITY REQUEST FORM 2.) A SIGNED FACILITY AGREEMENT 3.) A DEPOSIT CHECK MADE OUT TO TRINITY BAPTIST CHURCH.**

**The staff of Trinity Baptist Church would like to thank you for taking the time and effort to help us be good stewards of God's facilities so that many people can find fellowship with us.*

GYM USE AFTER HOURS AND WEEKENDS:

The Gym is used for Sunday School every Sunday. This Sunday School class is set up every Friday before 4:00 pm. If you use the Gym and need the Sunday space, you must RE-DO the area as was. The Gym must be left clean and all bleachers in the up-right position. Please use only the bathrooms between Room 130 and the Lambs Room. Bathrooms are to be left clean. The same conditions are required of all areas of the church property.