

# Masonboro Baptist Church Application for Gym Use

Please PRINT. Do not leave blank spaces. Please read all pages before signing.

Today's date: \_\_\_\_\_

Name of organization: \_\_\_\_\_ Contact #: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Contact #: \_\_\_\_\_

Person Leading Group or Coach: \_\_\_\_\_ Contact #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Type of Event:   MBC   Other Church   Nonprofit   Community   Private   Business

Type of Activity: \_\_\_\_\_

Is this an ongoing event? \_\_\_\_\_ Date of first event: \_\_\_\_\_ Date of final event: \_\_\_\_\_

DAYS OF WEEK NEEDED:    SUN           MON           TUES           WED           THU           FRI           SAT

START TIME:           \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_

END TIME:            \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_   \_\_\_\_\_

**Please account for time for set up and cleanup when requesting the gym.**

**Security Deposit: \$500.00** Deposit due with application and refundable after the event, if the space is clean and free of damages following the event and policies have been followed.

**Gym Use Fee: \$40 per hour   Church Supervisor Fee: \$15.00 per hour   THERE IS A 2 HOUR MINIMUM RENTAL**

I agree to follow all of the policies for facility use at MBC. I accept responsibility for any damages to the property during my event. I understand that failure to adhere to the policies or to pay the fees could result in the cancellation of my event or loss of my security deposit. I will hold harmless Masonboro Baptist Church and its agents for any personal injury or loss against myself or anyone who uses the property for this event.

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Signature of MBC Facilities Representative: \_\_\_\_\_

Signature of MBC Staff Member: \_\_\_\_\_

Deposit Received: \_\_\_\_\_   Deposit Refunded: \_\_\_\_\_   Usage Fee Received: \_\_\_\_\_

Supervisor Fee Received: \_\_\_\_\_   Fees Waived: \_\_\_\_\_   Cert. of Ins. Received: \_\_\_\_\_

Waiver(s) Received: \_\_\_\_\_   Number: \_\_\_\_\_   Keys Received: \_\_\_\_\_   Keys Returned: \_\_\_\_\_

# Gym Use Policies for Masonboro Baptist Church

1. An application is required for facility usage and must be approved by a representative of the facilities committee and a member of the church staff after consultation with the church calendar. The committee reserves the right to give preference of date, time, and location to MBC ministry events. Space may not be used without a reservation. A new application is required for each event, or annually for ongoing events. **All applications, fees, waivers, and certificates of insurance must be received by our office 1 week prior to the start of the event.**
2. Fees, when applicable, for repeating events must be paid by the 15<sup>th</sup> of each month following usage.
3. Any changes in days or times scheduled will require notifying the Supervisor AND the church office to as soon as possible.
4. All facilities must be returned to their original condition at the conclusion of your event. This includes returning all furniture and materials to their original locations, taking any trash with you when you leave (you may dump trash in the dumpster located in the parking lot provided there is sufficient space to do so), and ensuring that the space you have used is clean. You are responsible for washing and putting away all dishes, towels, etc., sweeping, mopping, or vacuuming floors as needed, wiping tables and counters, flushing toilets, replacing trash bags, and cleaning up any spills. Leftover food should not be left at the church unless you have permission to do so. Please be sure you know where to find the tools you will need for cleanup in advance. **The Church Supervisor is not responsible for cleaning up after you.**
5. Furnishings and materials should not be moved from one building to another or off of church property without permission. Everything must be returned to its original place after the event. **You are responsible for allowing enough set up time to take down any unwanted tables and chairs prior to your event and enough clean up time to set them back up, unless specific approval to do otherwise is received.** A diagram shows how tables and chairs are to be arranged.
6. Alcoholic beverages and smoking are prohibited on the church grounds.
7. All children under the age of 18 must be supervised at all times by a responsible adult. Children under the age of 12 must be supervised by two responsible adults.
8. Any incidents such as damages, emergencies or injuries, malfunctions of equipment, etc. should be reported to the church office as soon as possible. You will need to replace anything that is broken, lost, or consumed during your event. In case of an emergency, please contact the Gym Supervisor, Greg Stallings at 910-599-3064.
9. No objects of any kind should be kicked, hit or thrown higher than the scoreboard to prevent an accidental emergency report being sent to the fire department. If this happens and the fire department responds, you will be responsible for the charges.
10. All consumable materials such as paper products, etc. used must be replaced from our stock following the event. Please check before your event to see if there is an adequate supply for you.
11. A **certificate of insurance** from your insurance provider (for all non-church sponsored events) must be submitted to the church office, along with the attached **release of liability for all users**, the **application**, and all **fees** prior to the event.

## **Applications and payments should be returned to:**

Masonboro Baptist Church  
Attn: Facilities  
1501 Beasley Rd.  
Wilmington, NC 28409

Email: [office@masonborobaptist.org](mailto:office@masonborobaptist.org)

Phone: 910-395-0343

Updated April 21, 2017

## Waiver and Release of Liability

Name of Activity: \_\_\_\_\_

Responsible Person (named on application for use): \_\_\_\_\_

Date of Activity: \_\_\_\_\_

In consideration of the risk of injury while participating in this activity, I knowingly and voluntarily waive any and all rights, claims, or causes of action of any kind arising out of my participation in the activity named and do release Masonboro Baptist Church and its agents for any injury or loss that I may suffer as a result of my participation in this activity. I acknowledge that my participation is voluntary and that I am participating entirely at my own risk. I am aware of the associated risks which may arise from my own or others' negligence or the conditions of the facility and I assume all related risks, whether known or unknown.

Printed Name of Participant: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**In the event that the participant is under the age of 18 years, this release must be signed by a parent or legal guardian.**

I certify that I am the parent or legal guardian of \_\_\_\_\_ (minor's name), a participant in activities at Masonboro Baptist Church, and do give my consent for participation and release Masonboro Baptist Church and its agents from any injury or loss suffered by myself or my minor child during this event.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Please make as many copies as are needed for all participants to sign the release.**

**No one will be permitted to participate in any activity in the gym without a signed release form.**