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***First Congregational Church***

***282 Rock Street***

***Fall River, Massachusetts 02720***

***Office: 21 June Street***

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***Rev. Debbie L. Cipolletti***

***Interim Sr. Pastor***

### ***Gym Usage Policies and Procedures***

**Groups with Access to Church Gym:**

* Adult Church Members.
* Members of the community requesting usage who are at least 25 years *old (please be advised that ID is required to validate the coach/host age)*
* Gym opening: Wednesday September 6, 2017 (Closed June 1, 2017)

**Policies and Expectations:**

* ***Scheduling and Usage***
* All gym usage is to be scheduled through the church office.
* Upon the completion of a successful CORI check, and a meeting with a church representative to review the policies and procedures, coaches/hosts will be issued a key fob for building access. (Please note that this fob will only work during your assigned time). \*\*Lost key fob replacement--$10.00 fee.
* The Gym Usage Policies and Procedures form is to be completed and signed annually at the beginning of each year.
* Signature is required on the participation agreement.
* ***Safety and Security***
* All church doors are to remain closed and secure at all times. It is to be explicitly understood that the coach/host or his/her assigned representative will individually let in all people accessing the building via only the **driveway office** door.
* The **gym courtyard door** is to remain closed and secured at all times, and it is to be used only in case of emergency.
* At the end of each session the coach/host or his/her assigned representative will ensure that the **gym courtyard door** is closed and secure before leaving.
* Doors are not to be propped open for any reason at any time (please note that alarms have been placed on the doors that will sound if they are left open for an extended period of time).
* The key fob assigned to the coach/host is to be in his/her care at all times. If, for any reason, the coach/host needs to allow someone else to open the building, they must review the policies and procedures with that individual and contact the church with the name and phone number of the person who will be hosting the practice/gathering in his/her absence.
* A minimum of 15 minutes has been scheduled between each group using the gym. This is to ensure that coaches/hosts are only granting access to members of their own group. Please do not, under any circumstances, provide building access to anyone who is not part of your own team/group.
* Community usage is to be by personal invitation only. No open gym or drop-in sessions are to be held. Please refrain from any public Facebook or other social media postings inviting people to play.
* ***Equipment and Facility Usage***
* The building is to be left how it was found upon your arrival. Please make sure that all balls have been put away, trash picked up, and floor swept at the conclusion of your session.
* Parking in the Church’s driveway is strictly prohibited.
* The basket is not to be lowered for any reason.
* Significant damage to the walls occurs when they are struck by the balls. Please refrain from striking the walls with the balls as much as possible.
* ***In Case of a Problem***
* If there is an issue with the equipment, or a schedule change that is needed, please contact the church office at (508) 672-5862 or fccfallriver@gmail.com.
* If there is a conflict over access to the gym, or someone is present who is not scheduled to be using the facilities, please contact the police.
* ***Church alarm***
* If is determined that the alarm is set off due to negligence of the group using our gym, the group will be charged a fee of $50.00. This fee will cover some of the Church expenses that are incurred due to this negligence. It will also result in the immediate suspension of Building Usage for the offending coach/host and his/her group. The Church Property Committee will meet with said individual prior to reinstating privileges. The Church Property Committee also has the right to terminate usage of the gym if it deems necessary.

*Note: These policies are written in order to insure the comfort, enjoyment and safety of all of our members and guests. Failure to abide by these policies will result in the immediate suspension of building usage for the offending host/coach and his/her group(s).*

### ***Gym Usage Agreement – Office Copy***

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**Day/Night: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Frame: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***By signing below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received, read, and understand the policies and procedures for the usage of these facilities, and I assume responsibility for my team/group’s understanding of the same.***

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Form of ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Church Representative**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assigned Fob #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Participation Agreement: Gym Usage**

In consideration of gaining the use of the ***First Congregational Church*** Gym and its facility or being allowed to participate in activities at the gym, I do hereby waive, release and forever discharge The ***First Congregational Church*** and its officers, agents’ employees, representatives from any and all responsibilities and liability for injuries or damages to myself or the group I am responsible for. Including those caused by the negligent act or omission of the Church, or in any way arising out of our participation in activities at the ***First Congregational Church*** I agree adhere to all policies set forth by the ***First Congregational Church.***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**