

Grace Church
Gym Usage Guidelines

SY 2019-2020



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Facilities Usage Guidelines

Grace Church, a New Mexico not-for-profit corporation, makes its facilities available to groups or organizations for meetings or other events whenever possible as a means to honor God and provide a place of ministry for His people. All who use the Grace Church facilities are asked to enter into this stewardship agreement with the understanding that the general care, well-being, and cleanliness of this God-given property is the responsibility of those who enjoy it.

These guidelines apply to use of the church facilities (including furniture and equipment) by any individuals, groups, or organizations. It is by no means intended to cover every facet of use of church facilities. Facility related questions should be directed to the operations manager at the church office – brian@gracechurchabq.org.

Approval to use the facility is granted at the discretion of Grace Church. Grace Church reserves the right to deny approval of a group or activity if for any reason it contradicts the mission or principles of Grace Church.

General Requirements

- Those using Grace Church facilities agree to release, protect, defend, indemnify and hold harmless Grace Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Grace Church facilities.
- Each team/league must furnish to Grace Church a certificate of comprehensive general liability insurance coverage with a \$1,000,000 per occurrence and \$2,000,000 aggregate naming the church as an additional insured.
- In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Operations Manager and shall pay the church for such repair and replacement costs upon demand.
- Each community organization must complete and deliver to the church office a signed facility usage agreement before it will be approved to use the facility. (See attached form at the end of this document.)

Reservations & Scheduling

- Grace Church reserves the right to limit booking far in advance in order to give priority to church-sponsored events.
- If we need to reschedule or cancel your reservation for a church activity, we will make every effort to inform you well in advance.
- The Grace Church Administrative Assistant is responsible for all booking and reservations, including equipment use and sound technician services (505-821-8800).
- Open enrollment for the Fall-Summer occurs each summer (see page 6).
- Reservation requests may be made online by going to the church website:
 - www.gracechurchabq.org → Facility Users link at the bottom of the page
- No group or organization may transfer or pass on permission to use church facilities to any other persons or organizations.

Cancellation Policy

- If you have to cancel a planned event, we must have a written notice at least 48 hours prior to the scheduled date.
- Habitual cancellations (more than 3x/month on a regular basis) are discouraged and may result in a reduction of facility availability at the discretion of the scheduler.

Gym Fees & Equipment Rental

Gym Times & Cost		
Gym (Off Peak Hours)	M - F: 6am - 3pm	\$20/hr
Gym (After School Special Hours)	M - F: 3pm - 5pm	\$30/hr
Gym (Peak Hours)	M - F: 5pm - 10:30pm / Weekends	\$40/hr
Entire Café	required for tournaments/larger gym events	\$50/hr

Self-Serve Room \$10/use and includes the following equipment:

- Adjust BB Goals
- Scoreboard
- Sound System
- Volleyball nets (practice only)

**Café & Equipment rental must be reserved 5 days prior to gym reservation*

**Classrooms are available for meeting upon request at an additional charge*

Grace Church Gym Rules and Regulations

- You are responsible for the conduct of your group while on church property.
- An adult who has read these responsibilities must supervise all activities.
- Adequate adult supervision must be provided with a high degree of care for children under eighteen (18) years old.
- Wear proper gym attire. Closed-toe athletic shoes must be worn at all times. Flip-flops, aqua shoes, sandals, or bare feet are not acceptable on the gym floor.
- Please DO NOT prop the doors open. The doors must remain closed.
- Treat others as you would have them treat you.
- No food or drinks are permitted in the gym. Plastic spill-proof water bottles are permitted.
- Do not move equipment without authorization.
- Do not use foul language.
- Smoking, chewing gum, and tobacco use (including electronic cigarettes) are not allowed in the facility.
- Dispose of any food and trash on tables or floor.
- Return goals to 10-foot standard height setting – the tool is located in the gym storage closet, which must be added to your gym reservation to access. To operate:
 - Pull, then:
 - Twist counterclockwise to raise
 - Twist clockwise to lower
- Report all damage to the Church Office.
- No pets allowed except those assisting a person with a disability.
- Arrive no more than five minutes before your start time & depart no later than your end time using the time clock on the east side of the gymnasium.
- **ILLEGAL SUBSTANCES AND ALCOHOL USE IS STRICTLY PROHIBITED ON CHURCH PREMISES.**

Grace Church is not responsible for lost or stolen personal belongings left in the gym or parking lots. Any person who conducts themselves in an unbecoming manner may be denied access to the facility.

Serious violations or safety issues should be reported immediately to the Grace Church Operations Manager at (505) 369-6735.

Invoicing and Payment

- Grace Church Accountant issues invoices for recurring gym users at the end of the month.
- Special Events require 50% of the estimated total amount in order to secure your reservation.
- All fees should be paid to Grace Church within 30 days of receipt of invoice.
 - Cash, checks and online payments are accepted.
- Accounts become past due 11 days past the invoice date. If an account is not paid within 30 days of the invoice date, (30 days late), the user will lose all future reservations/privileges until made current. Reasonable efforts will be made to reconcile all debt.

Open Enrollment for Fall 2019 - Summer 2020

- All parties must submit a Facilities Usage Request form a certificate of comprehensive general liability insurance coverage with a \$1,000,000 per occurrence and \$2,000,000 aggregate naming the church as an additional insured.
- Complete time slots by preference. In order to allow more groups to use the facility, Grace Church will allow two time slots per team per week. If there are time slots remaining, they will be made available to interested parties.
 - Frequent, consistent users will be given priority over intermittent, regular users during the Fall-Spring Season
- The Gym is UNAVAILABLE during the following times:
 - Sunday, 6 a.m.-12:30 p.m. & 7-9:30 p.m.
 - Wednesday, after 8 p.m.
 - Thursday, after 5 p.m.

The gym is available as early at 6 a.m. and as late as 10 p.m.
- The gym is not available for use on the following holidays:
 - Labor Day
 - Thanksgiving
 - Christmas Day
 - New Year's Day
 - Memorial Day
 - Independence Day