

Personal Building Use Agreement Gymnasium/Kitchen

Rental of the fellowship hall/kitchen does not include the use of any other areas of the facilities, such as classrooms, sanctuary, offices, gym, etc. Proper adult supervision is required at all times—during set-up, the event and tear down. ***This agreement DOES NOT include use of the playground.**
Due to insurance regulations, no one may be on the playground without an authorized church or daycare official.

**Reservation of the facility is not guaranteed until all fees have been paid
& the Administrative Assistant has signed this form. The fees are as follows:**

	Member/ Attendee	BKA Parent During daycare hours	BKA Parent After daycare hours	Non-Attendee/ Non-BKA Parent
Deposit	\$100.00	N/A	\$100.00	\$100.00
Rental	\$50.00	N/A	\$75.00	\$100.00

Many different ministries of our church use the gymnasium. Therefore, it is important that it be returned to its original setup upon completion of your event. Below is a checklist to help you during clean-up. Failure to properly clean and return the facilities to its original set-up could result in the loss of your deposit.

- _____ Clean portable tables and chairs and return to the storage room.
Please use caution so that neither the tables nor walls are damaged.
- _____ Sweep floors with dust broom. Mop any spills.
- _____ Place all trash in the outside dumpster and replace liners.
- _____ Return all sports equipment to the proper storage area.
Please only use balls provided by the church.
- _____ Turn off lights and air conditioning.
- _____ Lock all doors.

_____ Name of Responsible Party _____ Phone Number

_____ Address

Date you wish to reserve the gymnasium _____

Hours you wish to reserve the gym (include time for set-up & tear down) _____

\$100.00 deposit received on _____

\$____.00 rental fee received on _____

_____ Signature of Responsible Party

_____ Signature of Administrative Assistant