



Gym Reservation Request Form

Gym reservation requests must be made seven days before the first date requested.

Today's date: _____

Group Information:

Group name: _____ Date(s) gym is needed*: _____

Type of activity: _____ Start & end times: _____

*You may visit www.starofbethlehem.org/gymcalendar to find all previously reserved gym times.

Name of group leader: _____ Phone number: _____

Physical Address: _____

Email Address: _____

Contact person*: _____ Phone: _____

Email address: _____

*A Star of Bethlehem member must be the contact person, 21 years of age or older, present throughout the activity, and responsible for the supervision of the gym usage.

Supervision of Gymnasium Usage:

- ◆ Keep ALL food and drink out of the gym area.
- ◆ Dry mop the entire gym when done. (The large mops are in the ball room.)
- ◆ Properly set up and return all borrowed equipment. Only equipment listed below and approved can be borrowed from Star of Bethlehem.
- ◆ Make sure all areas being used are cleaned and neat before leaving including bathrooms and showers and that no items are left behind.
- ◆ Turn off lights. The light switches are located in the grey panel in the gym kitchen entryway.
- ◆ Lock the entry doors. The key is located between the glass entryway doors on the side of the heater.
- ◆ If there are any issues, please report them to our principal, Mr. Micah Walz at mwalz@starofbethlehem.org.

Use of Star of Bethlehem Equipment for Requested Use:

All items needed for the requested use must be listed on the lines below at the time of application. Star of Bethlehem reserves the right to refuse requests of Star of Bethlehem equipment.

Gymnasium Usage Rental Fee:

Fee: \$75.00 per hour of usage

Terms: Paid for in advance, one month at a time. We will send you a bill approximately one month prior to the first date of request which will be due one week prior to the first date of request. All dates and times requested on this form will be charged to you regardless of group cancellation.

Star of Bethlehem members reserving the gym for personal reasons (receptions, graduation and confirmation parties, etc), as well as other WELS/ELS Church and School organizations/groups will be discounted to the rate of \$25.00 per hour. If a member is a leader of an outside organization and over half of the participants are WELS/ELS members, this discount will be extended to the group.

◆ If this discount applies to this group, please initial here _____

Agreement:

The person(s) who signs this facilities' reservation (lessee) form hereby indicates that he/she has read and agrees to the guidelines established for the use of the above facilities. The undersigned also assumes all and exclusive responsibility for the preservation of order, damage to the facilities, or loss of church or personal property, or personal belongings left in the facilities. Lessee is also responsible for supervision and control of all occupants of the facilities on the dates or times covered by this agreement. Lessee hereby indemnifies and holds Star of Bethlehem Ev. Lutheran Church and School harmless from any and all liability, loss, damage, costs or attorneys fees which lessee may suffer or incur arising in any way from actions or activities occurring upon the premises while lessee is using the same.

Printed name of group leader

Signature of group leader

____/____/____
Date

Printed name of contact person

Signature of contact person

____/____/____
Date