

## GYM USAGE & GUIDELINES

### Mt. Auburn's Mission

The purpose of the church is to make disciples of Jesus Christ. The primary tasks of Mt. Auburn United Methodist Church are to invite people into a personal relationship with Christ, nurture them in faith and send them into the world to live and serve as Christian disciples. All this we do in the context of joyful and enthusiastic worship.

The use of our facilities shall reflect this mission and Mt. Auburn's core values. Please review these at:  
<http://www.mtauburnumc.org/about/whatwebelieve/index.php>

### Facility Priorities

The following priorities will be used to determine availability and use of The Courts/gym space.

**Category 1:** Mt. Auburn's ministries (*e.g. all programming and sponsored activities*)

**Category 2:** Sponsored groups of Mt. Auburn

**Category 3:** Personal use sponsored by a congregational member (*member is present and responsible at each event*)

### Fees and Charges

There is no charge for the use of facilities for Mt. Auburn's ministries and sponsored activities (categories 1 & 2). Personal use (category 3) requires a \$50 security deposit to hold the date. Additional fees may apply if event extends beyond normal custodial hours.

### The Courts/Gym Space

1. The gym may be reserved in 1.5 hour time slots for sports teams if sponsored by a Mt. Auburn congregation member. The sponsor is responsible for the group and should be in attendance during the reserved time.
2. ½ court reservations are preferred (unless there is a reason a full court is needed)
3. There are 2 primary time slots that may be reserved: (1) ½ courts from 6-7:30pm; (2) ½ courts from 7:30-9pm on Monday, Tuesday, and Wednesday. Thursdays are closed for band practice. Fridays, Saturdays & Sundays are generally not available due to worship set-up.
4. Adults and children using the gym must complete a Mt. Auburn Consent & Release Form on an annual basis. These are to be kept on file with the Facility Manager.
5. The congregational sponsor or group leader must annually sign the Gym Usage & Guidelines document.
6. Teams must leave promptly at 9pm due to the custodial staff closing the building.
7. Congregational families should not schedule more than 2 time slots per week.
8. Reservations can be made 3 months at a time and then would need to be "re-reserved."
9. The gym space may be closed at any time for a church activity and is closed 2 weeks surrounding Christmas and during Holy Week.
10. Please help us maintain the gym:
  - Bring no drinks other than water into the gym.
  - Do not bounce balls on walls.
  - Please change into gym shoes. No street shoes on gym floor.
  - Do not adjust thermostats.

### How to Request Space

Application for space should be made to the Parish Administrator (317-535-8555 or [melissat@mtauburnumc.org](mailto:melissat@mtauburnumc.org)) at least 1 month prior to the event. The space is not confirmed until you are notified and have received a signed copy of the request.

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### Building Entrance

Those using the facility during evening hours must enter the building through Door 4.

### In Case of an Emergency

If an emergency arises while you are using the building (fire, personal injury, etc.) call 911 from a facility phone (not cellular device), find the custodian on duty and then call our Facility Manager at 910-580-8960.

### Insurance

Mt. Auburn and/or its employees shall not be responsible for damage to or loss of personal property of participants in events held on the church properties. The applicant shall indemnify and hold Mt. Auburn UMC harmless for all claims arising from use of the facilities.

Signed \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(church sponsor/group leader)

Printed Name \_\_\_\_\_ Email: \_\_\_\_\_