

Riverview Baptist Church Gym Use Guidelines

Our Philosophy:

All of our buildings and facilities were constructed by sacrifices of God's people and are dedicated to be used for God's glory to meet the needs of our congregation and to share the Gospel of Christ with our community. Therefore, every facility is to be treated respectfully at all times. At no time are the buildings or facilities of Riverview Baptist Church (RBC) to be used by persons or groups for any questionable activity or for any purpose that could possibly bring reproach upon the name and cause of Jesus Christ. At no time should their use conflict with the ministries and purpose of this church. It is our desire that all things done on our grounds be done decently and in order and in a Biblical, Christ-honoring way.

Gym Use Guidelines:

All coaches, teaches, activity leaders or persons in charge are responsible to see that these policies are observed by all when using the gymnasium or the use of the gym may be forfeited.

1. Scheduling of the gym is to be done through the church office. Office hours are 8:30 A.M. to 4:30 P.M. Monday through Friday. Office phone is (540) 626-3792, ext. 221. The gym is not available for use during church services, including special services and during school/daycare activities. A church service or church activity takes precedence over a school activity.
2. There is to be no use of tobacco, drugs or alcohol on the church property. Dress should be modest, appropriate for the activity, and not offensive to Christian values. Shirts are required at all times. Improper language will not be tolerated.
3. There is to be no climbing or hanging on the net or rim. Dunking the ball off chairs, tables, etc. is not permitted. Damage to any church property may be the responsibility of the group or individual using the facility. Each incident will be reviewed separately to determine the responsibility.
4. The entire gym floor is to be cleaned after each activity and debris put into a trash can. A dust mop, dust pan, and broom are located in the room beside the equipment room and are to be stored there after use. If mopping is needed, mops and bucket are located in the shower room off the boys' bathroom.
5. Participants are to wear clean, soft soled sneakers that will not mark the playing floor.
6. The equipment room and fellowship hall is off limits to all except the group leaders. All equipment taken from the room for use is to be returned and stored properly. This room is to be kept locked when not in use.
7. Any food or drinks taken into the gym must be kept off the playing floor area except when it is a church-wide event.

8. Riding toys for small children may be used on the side of the playing floor. They **must** be kept off the playing floor. No bicycles, skateboards, or scooters are permitted. Regulation roller skates or in-line skates are permitted. All toys must be stored after use.
9. Any music used must not conflict with our Christian values by words or by sound. Only appropriate Christian conduct and activities will be permitted on the church property. Absolutely no use of alcoholic beverages, tobacco or illegal drugs is allowed on church property. Dancing will not be permitted.
10. Requests by active church members to reserve the facility for non- ministry activities will be submitted, in writing, to the church secretary to be discussed by the church leadership and approval will be granted on a case basis. Request for additional church property is to be made at this time.
11. After the activity, all lights in the gym - including restrooms, locker rooms, etc. are to be turned off. All sports and cleaning equipment, etc. are to be stored after each use. The heat is to be turned off. Bathrooms checked for cleanliness, commodes flushed, etc. All garbage is to be properly disposed of in the dumpster behind the church. New trash liners are to be replaced. The liners can be found in the men's shower room under the sink. The floor is to be swept and dirty spots mopped. A few chairs may be left out but the rest are to be stored in their proper location. Gym is to be left neat and in order. Don't simply finish the activity and turn off the doors and lights, it is not the responsibility of the church or its workers to clean up after others. It is the individuals using the gym to clean up after themselves. The Golden Rule: Leave it as good or better than you found it.

NOTE: It is the responsibility of the person making the request to use the facility that the gym is left clean. It is not the responsibility of the janitor to clean the facility after each use, it is the responsibility of those using the facility to leave it in a good condition with all the above requirements met. Any personal items left in the gym is not the church's responsibility.

12. The gymnasium doors are to be kept locked when not in use. All doors should be securely locked after its use (unless another function is scheduled to follow).
13. If access is needed after regular business hours, a key will be made available upon request. A loaner key deposit of \$20 will be required and will be returned upon the return of the key. A key request form may be obtained from the church office. The key must be returned to the church office within seven days after use.

These policies are to be observed in order that the facility might be properly maintained for everyone's use. Any group or individual not observing these policies may be denied use of the facility. Thanks for your cooperation.

For Non-church Members or Non-school sponsored groups:

The **above guidelines apply**, in addition:

1. Each group must have a responsible person who is 21 years old or above and who is affiliated with either the church or the school to supervise that group.
2. The church office must be notified as to who will be supervising the group.
3. The group supervisor will be responsible to make certain that the gym use policy is carried out.
4. The gym will not stay open later than 10 P.M. on weekdays or 11:00 P.M. on weekends unless it has been pre-approved.
5. Such groups must display a cooperative attitude regarding waiting until church/school groups have finished their activity before starting play or leaving the gym when it is time for a scheduled church/school event to begin.
6. For any non-member activity, a fee of \$50 an hour will be charged (not to exceed \$100 per event) to cover operating costs. A \$75 deposit will be required one week before scheduled event. The deposit will be returned if there is no damage to the RBC property and no additional cleanup is required.
7. RBC does reserve the right to decline any request for the use of its facility if it is determined that those activities hinder in any way the testimony, ministry or purpose of RBC.

RBC Gym Reservation Form

Name: _____

Phone: _____

Date of Activity: _____

Description of Activity: _____

Other Equipment Needed: _____

Date Deposit Paid: _____

I have read, understand and agree to the conditions and responsibilities found in the guidelines for gym use:

Signature

Date

RBC Loaner Key Request Form

Name: _____

Phone: _____

Request Reason _____

Key Requested From: _____ to _____
Date Date

Deposit Received By: _____

I agree not to duplicate this key or loan it to anyone while in my possession. I understand that I forfeit my deposit if I do not return the key to the church office within one week after use.

Signature

Date

RBC Permanent Key Request Form

I, _____, have been issued a key to the church facilities. I agree when I no longer need the key that I will return it to a trustee. I agree not to duplicate this key or loan it to anyone while in my possession.

Request Reason

Signature

Date

Trustee Approval