



Most Pure Heart of Mary Church

17th Street and Stone Avenue • Topeka, Kansas 66604 • 785-272-5590

Church Offices: 1800 SW Stone Ave

Web page: www.mphm.com

Gym Usage Policy (revised November 17, 2006)

The gym may be reserved at the parish office, 1800 SW Stone Ave. All players who use Most Pure Heart of Mary School gym must be covered and submit proof to the church office for personal injury or accident by their own health insurance policy and submit a Hold Harmless Agreement. The team must have a “Certificate of Liability of Insurance” from their League on file at the church office. Most Pure Heart of Mary is not liable for accidents or injury incurred on their own property. The adults in charge are responsible for any personal injury or property damage. Any breakage or vandalism shall be repaired at the expense of the team. If breakage or vandalism occurs (or has occurred prior to the team’s activities), the vandalism shall be reported to the church office as soon as possible. In case of emergency, please call the school principal at 267-0411 or the rectory at 272-5075.

1. The school gym is available for use by teams (i.e. men’s night, adult volleyball, etc.) on a first come first serve reservation basis after the requirements of MPH M School Teams and MPH M Parish activities have been scheduled.

The priority for reservations is as follows:

- a. MPH M School Teams
- b. MPH M Parish needs
- c. Parishioners who have MPH M teams (100% parishioners)

2. Usage Fee

MPH M School needs – no charge

MPH M Parish needs – no charge

Parishioner from MPH M, whose entire team consists of members of MPH M - \$20.00/hour

Men’s night, adult volleyball, etc. will be charged at the rate of \$30.00 per 1 ½ hours (maximum usage 1 ½ hours).

3. Security FOB’s will be checked out from the church office (9:00 a.m. – 5:00 p.m.); a \$10.00 non-refundable deposit is required before keys are issued. No FOB will be issued until all Hold Harmless Agreements and proof of Liability Insurance for each participant is turned in to the church office.
4. Two (2) adults, both of whom must be registered members of MPH M Parish (active Stewardship), shall accept full responsibility for all acts of the team, and shall be present whenever the team uses the gym. These adults must have taken the VIRTUS training program provided by the Archdiocese of Kansas City in Kansas.
5. Gym usage is possible daily until 9:30 p.m. and after 1:00 p.m. on Sunday.

6. Only the west center entrance to the school shall be used for entering and leaving the gym. The door should NEVER be propped open or left unlocked. If the door is found propped open, loss of gym privileges will result. A doorbell that rings in the gym is provided at the west center door. If a guest of a player or coach comes to watch, they must remain in the gym and all regulations included herein apply to them.
7. All areas of this building are off-limits for team usage, except the gym, unless noted otherwise in this regulation.
8. RESTROOMS may be used only with direct adult supervision; only the first floor restrooms may be used.
9. The gym will not be available from Memorial Day until Labor Day.

Upon leaving the gym:

1. All lights in the gym, restrooms and hallways shall be turned off when the team leaves the gym, unless another team is there to take over.
2. The gym shall be dust-mopped, cleaned up and inspected after each use by the team.
3. All windows in the gym shall be closed when the team leaves the gym unless another team is there to take over.
4. After the team leaves, the adult supervisor shall check all doors in the complex to insure that they are all locked. All three doors to the gym must also be locked.

**Please call the Parish Office at 785-272-4727
to reserve the gym and with any questions.**