



Most Pure Heart of Mary

Catholic Church

Gym Usage Policy (Adopted by Finance Council 5/22/2019)

The gym may be reserved at the parish office, 785-272-5590 or parish@mphm.com. 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 please report to the church office as soon as possible. In case of emergency, please call the parish maintenance coordinator at 785-220-5891.

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 are on a team or have children on a team

2. Usage Fee

MPH M School needs – no charge

MPH M Parish needs – no charge

Parishioner from MPH M,

- Seasonal youth teams with parishioner(s) on team = \$75 for each 1 ½ hour time frame scheduled weekly (no more than two practices per week). A season lasts for a 3 month time period from 1st scheduled time through the last scheduled time. Rental Fees, Hold Harmless form signed by the coach, and Certificate of Liability Insurance must be presented before you may use the gym. At least one (1) Virtus trained adult must be present in the gym for each use.
- Ongoing parishioner (usually adult) events = \$100 per 6 month time frame. No more than one event per week. If any of those involved are under 18 years of age a Virtus trained adult must be present in the gym with them. All participants must sign a Parish Hold Harmless Agreement upon renewing the 6 month rental fee. All participants must be covered by their own health insurance policy
- Parishioner rental events = \$30/hour parishioner rental fee plus
 - \$95.00 for Archdiocesan Insurance Policy

3. Security FOB's will be checked out from the church office (8:30 a.m. – 5:00 p.m.). No FOB will be issued until all Rental Fees are paid, and Hold Harmless Agreements and proof of Certificates of Liability are turned in to the church office.

4. At least one Virtus trained adult, who is a registered member of MPH M Parish shall accept full responsibility for all acts of the team, and shall be present whenever the team uses the gym.

5. Only the south west 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.** This is for the safety of all of those who may be in the buildings at any given time.
6. All areas of this building are off-limits for team usage, except the gym, and the restrooms on the main floor of the school unless noted otherwise in this regulation.
7. Only the first-floor restrooms may be used.

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.