

GYM USE AGREEMENT FOR ACTIVITY FOR OUTSIDE GROUPS

In consideration of participating in _____ (gym activity) our group _____ (group name) agree to the following conditions in the use of Immanuel Lutheran's Church gym (kitchen, lounge).

We agree to leave name, telephone number and address of responsible party to be contacted if needed.

We (myself and our organization) agree to release and discharge from liability arising from negligence- that may result in injury, harm or other damages - to the undersigned or members of our organization and guests, invited or not, Immanuel Lutheran Church and any representatives of Immanuel Lutheran Church. We (myself and our organization) alone shall be responsible for any property damage, personal injury or death that may occur during our uses of the premises.

ATHLETIC USE: GYM HOURS FOR USE 8:00 am to 10:00 pm*

1. All events are scheduled through the church office.
2. PLEASE out of courtesy: IF the group will NOT be using at the reserved time, a call or text MUST be given to the church office before the reserved time. (This will allow notice for us to contact another group that may be waiting to use)
3. One organization may reserve Gym for an athletic event 1 time during the 7 days for team use
4. All athletic events will be given a 2 hour time slot. Times will be scheduled to accommodate as many groups on one evening as possible.
5. A donation of \$50.00 is politely requested for a 2 hour use of gym, kitchen or lounge area. This is for the expense of lighting, heat, air and janitorial clean up.
6. We agree to immediately inform a Trustee Board Member or Church Secretary if ceiling panels, sidewalls, windows, etc., are damaged. A \$10 charge will be incurred for each ceiling panel damaged or dislodged. If damage is not reported, your group is no longer allowed to use gym.
7. Lights, Heating and Air are to be turned off after all events.*
* If any or all are not turned off and found to be left on all night after event, individual or group will incur a separate charge of \$25 for the occurrence. This is for any individual or group, inside / outside of the church.
8. Gym rules will be adhered to, otherwise no further use will be given to that individual or group in the future.

***Donations need to be left in GYM DONATION BOX on West wall of gym.

Beginning in August 2022, a \$50.00 SERVICE FEE will be charged for use of gym-kitchen-lounge-restroom areas for receptions, reunions, birthdays. This covers getting the areas reset for the next group gathering, church function or services.

We agree to be responsible for making sure lights are off. Switches in Lounge Fuse Box #2,4,6,8

We agree heat/air is off and doors are closed when we leave. Thermostats are on West & North Gym walls.

We agree to sweep (or mop if needed) the floor after we use the gym.

We agree that any tables and chairs set up by us will be returned to proper storage location.

We agree there will be NO alcohol use.

We understand that our time could be taken if that time is needed by the church.

We agree to place all trash in appropriate trash containers. If food is placed in trash, bags MUST be taken to dumpster. If your group fills a trash container please dispose bags into dumpsters.

We agree to pick up all personal items that we bring. Left over items will be held in the church office for one week, then disposed of.

We (myself and our organization) understand the terms herein and are contractual and not mere recital; and that I/we have signed this document of free act and volition. We (myself and our organization) have fully informed ourselves of the content of this affirmation and release by reading it before signed.

Signature _____ Date _____

Print Name _____

Group Name _____

Address _____

Telephone _____

Immanuel Lutheran Church premises covered by security

Church office 812-867-5088

Office hours: 8:00 am to 12:00 pm

Waverlyn Karch-Church Secretary

IMMANUEL MEMBERS
GYM USE AGREEMENT FOR WEDDING RECEPTIONS – GROUP GATHERINGS

In consideration of use of gym with our event _____ (name), we agree to the following conditions in the use of Immanuel Lutheran’s Church gym-kitchen-lounge areas.

We agree to leave name, telephone number and address of responsible party to be contacted.

We (event) agree to release and discharge from liability arising from negligence- that may result in injury, harm or other damages - to the undersigned or members of our organization and guests, invited or not, Immanuel Lutheran Church and any representatives of Immanuel Lutheran Church. We (event) alone shall be responsible for any property damage, personal injury or death that may occur during our uses of the premises.

We agree to immediately inform a Trustee Board Member or Church Secretary if ceiling panels, sidewalls, windows, etc., are damaged. A \$10.00 charge will be incurred for each ceiling panel damaged. If damage is not reported, your family/group is no longer allowed to use gym.

Beginning in August 2022, a \$50.00 SERVICE FEE for use of gym. This covers janitorial cleaning and preparing areas the next church service or group gathering.

Besides the Service Fee for use of gym no other costs are incurred. Although any donations will be accepted and appreciated to offset costs of electricity/heat/air.

We agree Lights, Heating and Air are to be turned off after all events.

*Thermostats are on West & North Gym walls

*We agree to be responsible for making sure lights are off. Switches in Lounge Fuse Box #2,4,6,8.

* If any or all are not turned off and found to be left on all night after event, individual or group will incur a separate charge of \$25 for the occurrence. This is for any individual or group, inside / outside of the church.

We agree all doors are closed when we leave.

We agree to sweep (or mop spills if needed) the floor after we use the gym.

We agree to return tables and chairs used for event set up to proper storage location after event.

We agree we are responsible for returning area of use as found.

If the Ice Cream Machine is used by your group, you will be responsible for the setup and breakdown of machine per instructions on unit.

Alcohol use will be permitted for member events ONLY with a Licensed Bartender. License must be presented.

We agree to place all trash in appropriate trash containers and take to dumpster after event.

We (event) understand the terms herein and are contractual and not mere recital; and that I/we have signed this document of free act and volition. We (event) have fully informed ourselves of the content of this affirmation and release by reading it before signed.

Signature _____

Print Name _____

Event /Date _____

Address _____

Telephone _____

Signed Date _____

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KITCHEN USE AGREEMENT

RULES FOR USE OF KITCHEN

1. Lights must be turned off when you are done using the kitchen. Heat and Air Conditioning thermostat is now locked.
2. Floors must be swept, mopped, counters and back splashes wiped down and sinks emptied and wiped clean. Glass on windows and doors cleaned. Dishes or utensils should be washed and dried and then put back where they belong. Please leave the kitchen how you found it when you arrived.
3. Make sure all oven and burners are turned off before you leave.
4. Make sure freezer and refrigerator doors are closed before you leave.
5. Do not leave food behind that you have brought in.
6. Make sure outside doors are closed, doors to gym are shut, and serving window is down to the counter.
7. Please place any used towels or dish-rags in the appropriate container before you leave.
8. Make sure all drawers are shut, things placed back in an orderly fashion,
9. Make sure over head fans are turned off
10. Make sure Ice Machine Lid is shut.
11. Make sure all pans are hung back on their hangers.
12. Make sure all faucets are turned off.
13. Make sure Screened-In Porch lights are off and doors shut.
14. Make sure Storage room lights are off and doors shut.
15. Make sure trash containers are emptied and new bags placed in the containers.
16. Please note anything out of ordinary before you use the kitchen area or anything that has happened while using the kitchen.
17. Donation for the use of the kitchen (separate from the gym) is at your discretion. Please leave your 'gift' in the Donation Box located on West wall of gym.
18. If there is a question regarding the Kitchen Check-Off List, you will be contacted on the next work office work day.
19. After review a fee will be assessed for: 1. items not completed from check list; 2. for any items that are broken, damaged or missing during the time of your use of the Kitchen area.
20. Sign the Kitchen Use Check-List and leave in Rack on the wall.

Kitchen Check-list

1. Lights turned off. Thermostat is now locked _____
2. Floors swept and floors mopped _____
3. Counters and back splashes cleaned _____
4. Glass on windows and doors cleaned _____
5. Do not leave food behind that you have brought in _____
6. Dishes and utensils cleaned and put away _____
7. Ovens and burners turned off _____
8. Freezer and refrigerator doors closed _____
9. Outside doors locked, doors to gym shut, serving window is down. _____
10. Dirty towels and wash cloths in bin _____
11. Drawers are shut and counters clean _____
12. Over head fans off _____
13. Ice Machine Lid closed _____
14. Pans are on the hangers _____
15. All faucets are off _____
16. Screened in Porch-lights off; doors locked _____
17. Storage rooms doors and lights turned off _____
18. Trash containers emptied and put in dumpster and new bags placed in containers _____
19. Please note anything out of ordinary before you use the kitchen area or anything that has happened while using the kitchen _____.
20. Kitchen is as we found it!!! _____ (please sign)
21. ***** Donation for use of the kitchen (separate from the gym) is at your discretion. Please leave your “gift” in the Gym Donation Box located on the West wall. Sign the Kitchen Use Check-List and leave in Rack on the wall.**

Name: _____

Address: _____

Telephone contact and number: _____

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