



Request for Use of Gym & Facilities

Church/Group Requesting to Use PBA Facilities:	
For the Purpose of:	
For the Following Date and Time including time for Set Up/Clean Up:	
Person responsible for this activity:	
Person Cell Number and Email:	

Guests Liability and Indemnification Agreement: You have been given permission to use the Piedmont Baptist Association gym, picnic shelter, and property at 2009 Sharpe Road, Greensboro, NC 27406.

Guests acknowledge and understand that no warranty, either expressed or implied, is made by the owner as to the condition of the owner’s premises. GUESTS acknowledge the possibilities of injury or damage, and he/she comes on the owner’s premises with that full knowledge.

As a part of the consideration for being allowed by owner to enjoy activities on the owner’s premises, GUEST hereby indemnifies (releases) owner from ALL LIABILITY for personal injury (including wrongful death) or property damage suffered by guest which is caused, in whole or in part, by any activity or condition on the owner’s premises. Guest understands this agreement and has agreed that neither they nor their heirs or personal representatives will be able to sue owner or his associates for any injury or property damage that guest suffers while on the owners premises.

Guest indemnifies and releases owner from all liability. You are signing this freely and voluntarily.

DATED:
SIGNED:
WITNESS:

Facilities to be used: GYM KITCHEN PICNIC SHELTER RECREATION/OUTDOORS
 Tables & Chairs (don't place hot warmers on the plastic tables)
 Conference Room
 If Food is involved: Covered Dish Caterer _____

Maintenance & Usage Guidelines

- 1) Reservations will be on a first come, first serve basis with priority given to ministries, services and church-related events connected with or sponsored by the PBA.
 - 2) Guests may schedule the facilities no more than 9 months in advance.
 - 3) The gym door has an entry keypad. The code is provided to the Guest at the time the reservation form and payment is received. Giving the code to unauthorized persons or to minors will result in the loss of privileges and forfeiture of any deposit or advanced payments. Do not give the door combination to anyone, you will be held responsible for unauthorized access to the gym. The access code will be changed periodically.
 - 4) Children under the age of 18 must be supervised at all times. Allowing children under the age of 18 unsupervised accesses to any part of the facilities will result in the loss privileges to the facility and forfeiture of any deposits or advance payments. (Please remember - the gym is designed for basketball, volleyball and games that require indoor space. Play football and soccer in the designated areas out of doors. Please do not allow children or youth to kick balls into the walls and ceiling damaging the insulation. Please do not allow children or youth to play on the stairwell).
 - 5) Cleaning and Maintenance:
 - a. A \$200 maintenance and cleaning fee will apply when premises are not cleaned, garbage is not removed, equipment is not stored properly, doors are left unlocked and lights are not turned off.
 - b. Guests using the gym are responsible for set up and storage of tables and chairs in original form.
 - c. Guests using the picnic shelter, gym, and property are responsible for putting all trash and garbage in the dumpster located at the end of the parking lot and for cleanup of all areas reserved.
 - d. Picnic Shelter: Guests should bring their own trash bags. Before leaving the tables and floors should be cleaned, and the trashcans washed with a garden hose.
 - e. The gas grill: If the PBA grill is used, the guests must bring their own propane tanks. The grill must be cleaned when you are finished. (The PBA provides a cleaning kit) The cleaning kit, grill cover, and grill must be placed in proper location before leaving. If not thoroughly cleaned, you will be invoiced an additional \$50.00 fee.
 - 6) General damages and repairs: Each Guest organization or group is responsible for supervising all activities and will be responsible for the cost of any damages, repairs or replacements to the property or equipment while they are using the facilities. PBA is not responsible for items left and they must have identification as we have several ministries that meet here weekly.
 - 7) Alcoholic beverages, tobacco (smoke free campus) and/or illegal substances of any kind, are absolutely prohibited. Use of these substances on our property will result in loss of privileges and forfeiture of any deposit or advance payment.
 - 8) No Swimming in the pond. All fish caught must be released back into the ponds.
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Check	
	All equipment and furniture is back in its original location and/or properly stored. Make sure you do not leave equipment or furniture belonging to you or your guests. The PBA is not responsible for anything left behind.
	Bathrooms are clean: all commodes flushed, sinks are not stopped up, trash picked up, floor swept, and mopped if needed.
	Gym floor is clean: Gone over with a dust mop. Mopped with a wet mop if food or beverages were served, or mud tracked in from outside. Brooms and mops stored under the Stepped Storage Closet.
	<p>Kitchen is clean and left in original condition. No food is left in the refrigerator. All appliances are clean. All food-type garbage is removed from the building and placed in the dumpster. Floor is mopped. Any recycled items can be taken with you and placed in a local recycling center.</p> <p>Conference Room: trash removed, tables/chairs returned to original form. Vacuumed if needed.</p> <p>Picnic Shelter: trash placed in dumpster, tables/floor/trashcans washed. Grill cleaned.</p>
	All trash and waste is removed from the building and/or picnic shelter, and placed in the dumpster located at the end of the parking lot. Dumpster doors closed.
	<p>All outside doors/gate are closed and locked. Front office doors locked. All lights and appliances are off.</p>
	All outside doors (gate) are closed and locked.
	Note any damages on this form and place it in the drop box.

THIS CHECK LIST MUST BE RETURNED IN THE DROP OFF BOX.

LIST ANY DAMAGES TO THE FACILITY, FURNITURE OR EQUIPMENT BELOW

Church _____

Name _____

USAGE FEES

FEES:

\$50.00 – use of gym, picnic shelter, conference room, or kitchen

\$100.00 – Non-member with signature of affiliated church

\$400.00 – use of facilities for wedding or wedding reception

PAYMENT OF FEES: 50% of the fee due when making reservation. The remaining 50% due on the workday before the day of the event or activity.

EXEMPTIONS / DISCOUNTS: Member churches of the Piedmont Baptist Association are eligible for discounts in these fees. In addition, certain activities such as the Burmese Bible Study/Tutoring, Feeding Families after a funeral service, Church worship services, Campus Ministry Meetings, Baptist State Convention Meetings, PBA Related Meetings, and approved *ministry related events** may be exempt from these fees.

However, every guest must fill out the checklist and place it into the drop box before leaving. Failure to comply with the "Maintenance & Usage Guidelines" will result in loss of privileges and application of the standard usage fees.

* Requests for a reduction or exemption of fees must be submitted in writing, and approved by the Staff and/or Leadership Team at least one month before the usage of the facilities.