Contact: Church Office
Phone: 616.512.9251
office@ottawareformed.org
office hrs: Mon-Thu, 9am-3pm

Sports Team Practice
Rental Rules and Responsibilities

For Groups, Teams or Leagues, that would like to reserve the gym for (2 hours) to practice. Use of facility will be at your own risk and will not hold Ottawa Reformed Church liable for injury or damages.

1. Reservation must be made through the church office to ensure availability.
2. A coach or adult (**21 or older**) must always be present during the rental.
3. There must always be at least **3 people** present during the rental.
4. **ONLY GYM AND BATHROOMS** are to be used for this rental.
5. Respect the policies and rules of Ottawa Reformed Church.
6. Orange, red, or grape drinks are not allowed inside the building.
7. Use only indoor balls and equipment (no roller blades, bikes, or hard balls).
8. Rental time is (**2 hours**) maximum with no meals being served during this time.
9. Entry to the Grace Center will be programmed by the office staff to allow your group entry.
10. Make sure the building is left as you found it upon arrival. Vacuum if needed, empty garbage if needed.
11. Turn off all lights, check bathroom toilets (make sure none are running, no garbage on floors, etc.).
12. Make sure all doors are closed behind you (check east side doors of the gym to make sure no one left them open).
13. **NO SMOKING (TOBACO OR MARIJUANA), VAPING, OR ALCOHOLIC BEVERAGES** are allowed on church property.
14. Please report any problems, issues or damage to the church office 512-9251.

The rental fee is $50.00 <u>per use</u> and is due one month prior to the rental date.

We, Ottawa Reformed Church, have the right at any time to discontinue your use if these requirements are not followed.

Please sign and return this form with your payment.

(I have read the above requirements pertaining to the rental of this facility. By signing I/We agree to these conditions.)

Organization/Team _____

Signed by _____

Phone # _____

Signed by Office _____

Date(s) of Use _____

Time of Use _____