

## Gym Rental Policy Guidelines

When using the middle school or elementary school gym for practices or games, please be aware of the following:

### Gym Rental Process:

- **Middle School Gym Rental**

- Lynden Christian School events/athletics take priority.
- \$10 deposit is required for light key. The deposit will be returned when the key is returned. Pick up light key from Kim Powell at the Central Office.
- Once paper work is submitted, approved and paid through SignUp.com, a key code will be assigned to you.
- If you need to change a rental time, you can go onto SignUp.com to change it only if there is gym space available. There will be **no** refunds unless LC sports team needs it for a tournament.
- Payment is required up front when booking the gym through SignUp.com
- Hours of Use:
  - You can book one hour at a time. If you want to use it for 1 ½ hrs then you will need to book a 2 hr time slot.
- If you give your key code to someone else not associated with your team, you will relinquish your rights to rent the gym and no refund will be given.

- **Elementary School Gym Rental**

- Lynden Christian School events/athletics take priority.
- Once paper work is submitted, approved and paid through SignUp.com, a key code will be assigned to you.
- If you need to change a rental time, you can go onto SignUp.com to change it only if there is gym space available. There will be **no** refunds unless Ebenezer needs it for their sports programs in January and February.
- Payment is required up front when booking the gym through SignUp.com
- Hours of Use:
  - You can book one hour at a time. If you want to use it for 1 ½ hrs then you will need to book a 2 hr time slot.
  - Please note: Ebenezer will have their games in January and February which end at 6:30 p.m. This will take precedence over gym rentals.
- If you give your key code to someone else not associated with your team, you will relinquish your rights to rent the gym and no refund will be given.

- *If using volleyball equipment for your team, there will be a \$20 deposit for the equipment room key.*
- *If your team rents the gym for a game(s), custodial fee of 1 hour (\$30) will be added to your invoice.*

### Gym Use Guidelines:

- *Participants will need adult supervision if under the age of 21.*
- *Do not use the east exit to the gym except in an emergency situation. This is an emergency exit ONLY. (Middle School Only)*
- *Please make sure **all gear and garbage are removed** from the gym area. Please **sweep the gym floor before AND after** use. If there is a spill, please use the supplies in the janitor's closet. If a major spill occurs, please clean it up as soon as possible.*
- *Please make sure all the lights are off and the gym is locked when you leave.*
- *Any emergencies, please call Carl at 360-815-1395. There is a \$30 charge per call if non-emergency.*