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 the 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 **three 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 rollerblades, bikes, or hard balls).
8. Rental time is (**2 hours**) maximum, with no meals being served during this time.
9. The office staff will program entry to the GRACE Center.
10. Make sure the building is left as you found it upon arrival. Vacuum and empty garbage if needed.
11. Turn off all lights and check bathroom toilets (make sure none are running and there is no garbage on the floors, etc.).
12. Ensure all doors are closed behind you (check the east side doors of the gym to make sure no one left them open).
13. **NO SMOKING (TOBACCO OR MARIJUANA), VAPING, OR ALCOHOLIC BEVERAGES** are allowed on church property.
14. Please report any problems, issues, or damage to the church office at 616-512-9251.

The rental fee is $50.00 per use, due one month before the rental date.

Ottawa Reformed Church has 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 _____