

St. Joseph Parish - Key West

Gymnasium Rental Policy

The St. Joseph, Key West gymnasium is part of the parish facilities. As such, the gymnasium's primary use is for activities and events of St. Joseph Parish. However, when the gymnasium is not in use by the parish, we welcome others to make use of this facility. In order to ensure proper and responsible usage of the gymnasium, the following policies have been approved for reserving and using the gymnasium.

1. The first priority for use of the gymnasium is for parish organizations. If a scheduling conflict arises between parish activities and other non-parish activities all reasonable means will be used to resolve the scheduling conflict. If no resolution can be achieved, priority will be given to parish activities.
2. All reservations of the gymnasium shall be made through the parish office. Normal parish office hours are 8:30 a.m. - 2:00 p.m. Monday through Friday. Reservations may also be made on the parish website at www.stjosephkeywest.com.
3. Parish organizations should reserve the gymnasium as far in advance as possible in order to avoid scheduling conflicts. Exceptions may be made for larger parish events that take a longer time to plan.
4. The gymnasium will be available for rent during the following times:

Monday through Friday: 9:00 a.m. - 9:00 p.m.

Due to the gymnasium being used for our Faith Formation Program, the facility will not be rented on Wednesday after 4:00 p.m. from September 1st through May 31st.

Saturday: 8:00 a.m. - 4:00 p.m. & 6:00 p.m. - 9:00 p.m.

Sunday: 1:00 p.m. - 9:00 p.m.

5. The Parish Finance Council and Pastoral Council will periodically review and establish rental rates for use of the gymnasium. Rent is charged to help defray the direct costs of the facility including: utilities, maintenance, repairs, and the general administration of the facility.

Rental rates are: \$20.00 for the first hour, and \$10.00 an hour for each succeeding hour.

All rental fees are to be paid prior to use of the facility. Checks should be made payable to St. Joseph Key West Church. The gymnasium **CANNOT BE RENTED** unless and until the rental fee is paid.

There shall be no rental fee for parish sponsored events or activities.

6. In order to reserve the use of the gymnasium, an adult of at least 21 years of age is required to agree to and sign the Gymnasium Rental Policy and the Hold Harmless/ Indemnity Agreement. If the gymnasium is being used by a non-parish organization, that organization must present proof of insurance. The gymnasium **CANNOT BE RENTED** unless and until the necessary documents are properly completed.
7. Rental of the gymnasium includes only the use of the gymnasium itself. While the restrooms may also be used, individuals renting the gymnasium shall not use or access any other areas of the parish facilities. Access to the gymnasium should only be through the courtyard door. The adult who rents the gymnasium shall be responsible for ensuring that individuals do not access other areas of the facility.
8. The adult who rents the gymnasium is responsible to ensure that the doors are locked and all lights are turned off when leaving.
9. The adult who rents the gymnasium must be present while the facility is being used, and is responsible for any and all actions that occur as a result of the activity/event during use of the facility. This includes the repair and/or replacement of damaged or missing property. The adult who rents the facility is responsible for reporting and damage to the parish office.
10. The adult who rents the gymnasium is responsible for picking up the key from the parish office during normal office hours. The key should be picked up the day the facility is being rented. If the gymnasium is being rented over the weekend, the key should be picked up on the Friday before the weekend rental. The key must be returned to the parish office on the first business day following the rental.
11. **ONLY SOFT-SOLED SHOES** (gym shoes) shall be worn on the gym floor. These gym shoes must be different from the shoes worn outside of the gymnasium. **NO GUM** is permitted in the gymnasium. **SMOKING IS PROHIBITED** in the gymnasium.

(Revised: September 2015)