

FOR OFFICE USE ONLY:

Amt. due for event: _____
Date check received: _____
Check amount: _____
Check number: _____

**RECREATION DEPARTMENT
FIRST PRESBYTERIAN CHURCH
4815 FRANKLIN ROAD
NASHVILLE, TN 37220
615-298-9583
fax: 615-298-9552
e-mail: recreation@fpcnashville.org**

**CONTRACT FOR THE USE OF
FIRST PRESBYTERIAN CHURCH RECREATION FACILITIES**

Type of Activity (CHECK ONE)

GYM USE _____ POOL PARTY _____ LOCK-IN _____ OTHER _____

DATE(S) _____ BEGINNING TIME _____ ENDING TIME _____

PLEASE CHECK FACILITIES YOU WOULD LIKE TO USE:

Gym _____ Cafeteria _____ Playground _____ Athletic Field _____ Swimming Pool _____ Grounds _____ Stables _____
Other _____

APPROX. NUMBER IN GROUP _____ APPROX. AGE _____ APPROX. NUMBER OF CHAPERONES _____
Estimated ARRIVAL Time _____ Departure time _____ Number of Vehicles _____

SPONSORING ORGANIZATION _____

TELEPHONE NUMBER _____ e-mail: _____

SPONSORING ORGANIZATION ADDRESS _____

PERSON RESPONSIBLE FOR THIS GROUP _____

ADDRESS _____

TELEPHONE NUMBER _____ e-mail: _____

We are glad you have chosen to use the facilities of First Presbyterian Church. Please complete and sign this contract. Retain one copy for your records and return the other to the Recreation Office at the address above. Your full fee must accompany this contract. Any additional payment must be made to the gym attendant on duty at the time of facility use.

For skating parties you may bring your own tapes, or play the radio. Only the gym attendant is authorized to operate our sound system. We must have at least 15 days notice to obtain a gym attendant.

The following are understandings that will help your event operate smoothly and efficiently.

WE THE UNDERSIGNED:

1. Have read and agree to the terms to which we are committing ourselves in this contract.
2. Agree that the reservations will be made for us when the signed contract is completed in full and returned with the full payment.
3. Agree that the rates charged for the use of the facility will be the rates that are in effect at the time that the facility is used.
4. Agree to clean the facilities and grounds which are used by us before leaving, and further that we will be held responsible for any damage to building, property or equipment inflicted by members of our group. If facilities and/or grounds are not left clean, agree to pay a \$50 fee for clean up. If any damages occur while using the facilities, agree to pay to have these items fixed or replaced.
5. Agree that adequate supervision will be provided by the group reserving, to insure that the group abides by church rules and general policy statements, i.e.: at least 1 adult supervisor for every 10 children 17 years old and under. Agree that your organization has a policy regarding one on one situations between minors and adults and all chaperones' and participants understand the policy and importance of protecting minors, themselves, and the organization.

6. Understand that there will be a supervisor of the gym present (except for lock-ins & swim parties). S/he is a paid member of the Recreation Staff, and will work with you to make your party a success. This attendant is not responsible for the actual cleaning, but will provide cleaning equipment & supervision.
7. Understand that if your group stays longer than the time scheduled, ***YOU WILL BE CHARGED AT THE RATE OF \$10.00 FOR 15 MINUTES OR ANY PORTION THEREOF OVER THE AGREED TIME.***
8. Only shoes that will not damage the gym floor may be worn on the gym floor--no high heels, black soled or street shoes.
9. Understand that all other areas and equipment are off limits, e.g.: the concession room, the stage, the school classrooms, the hanging ropes, the mats, everything!
10. Agree that food and beverages are not to be taken, stored in, or consumed in the gym (unless blue mat is down for an additional charge).
11. Agree that alcoholic beverages are not permitted on church property.
12. Agree that all food is to be removed from the refrigerator when the group departs.
13. Understand that the swimming pool will be open from June through the end of August. All groups will need to pay for the Recreation Lifeguard and shall assume total risk when using the swimming pool.
14. Agree that glass is forbidden in the pool area.
15. Agree that fires are permitted only in designated areas, e.g.: campfire circle. Groups are responsible for damage caused by the careless use of fire.
16. Understand that no events or accidents are covered by health and accident insurance and that groups are expected to carry insurance for their own specific events.
17. Agree that groups with bills that are outstanding for more than 60 days will not be allowed to use the facility until their obligations are met or arrangements for payment has been made.
18. Agree to hold blameless First Presbyterian Church, its employees and staff for any damages or injuries incurred as a result of this event.



Please make all checks payable to: **FIRST PRESBYTERIAN CHURCH.** Call the Recreation Department if you have any additional questions.

SIGNED: (Adult in charge that will be present throughout the event.)

_____ Cell phone: _____

Date: _____

First Presbyterian Church will ensure that:

1. Users are familiar with locations of all emergency exits, first aid kit, AED and fire extinguishers, and understand that we recommend at least one member of the group be certified in First Aid/CPR by a nationally recognized organization.
2. Users have emergency contact information for both emergency medical personnel and church personnel.
3. Users have directions to the closest hospital emergency room.
4. We recommend that all user groups require that their participants supply emergency contact information which includes name, address and phone numbers of both the participant and emergency contact. It is also recommended that this information include allergies, health conditions, medications and treatments along with a waiver and permission to treat.

FPC Representative: Check in _____ User Group Representative: _____

FPC Representative: Check Out _____ User Group Representative: _____