

Usage Application
For
The CONNECTION Gymnasium
(Recurrent Athletics)

Morning Star Church
2900 East Markland Avenue
Kokomo, Indiana 46901
765.452.1622

Email: theconnection@morningstarkokomo.com

Name of Organization/Group: _____

Contact Person: _____

Address: _____ Phone: _____

City/State/Zip _____ Cell phone: _____

Email: _____ Fax: _____

Date of Application: _____

Date of first use: _____ Date of final use: _____

Type of Event: _____ Frequency: _____

Number of participants/guests expected: _____

Gym rates:

___ \$35/hr. (no food, water bottles only)

___ \$50/hr. (w/ food & drink, kitchen available)

Equipment needed:

___ Volleyballs

___ Volleyball net (Please circle: regulation court or half-court?)

___ Volleyball net antennae

___ Volleyball official's stand

___ Basketballs

___ Scoreboard

___ Other: _____

Set-up: Do you need an official's table? Yes No (Please circle)

How many chairs at official's table? _____

Do you need an admission table? Yes No (Please circle)

How many chairs at admission table? _____

Do you need additional folding chairs? Yes No (Please circle)

How many? _____ Location: _____

Please list all dates you wish to reserve:

Special requests/Payment arrangements:

(Set-up or requests involving additional labor or staffing may necessitate an additional charge.)

Arrival time on event day: _____ (no more than 30 minutes prior to event)

Departure time on event day: _____ (no more than 30 minutes after event)

Total cost of facility use: _____

All usage applications must be approved by the facility manager. Upon approval, this application will be signed and dated below, by The CONNECTION Facility Manager or an authorized CONNECTION staff member. This document will then be a binding contract. A deposit at least equal to the cost of the first day's use shall be paid upon finalizing this agreement. Arrangements for further payment must be approved by the Facility Manager. Should an event need to be canceled due to weather or other unforeseen circumstances, a CONNECTION staff person will contact the user/guest (using contact information provided at the beginning of this document) no later than 2 hours prior to the scheduled use. There will be no charge for the canceled event. In the event that the user/guest deems it necessary to cancel due to weather or other unforeseen circumstances, The CONNECTION must be notified at least 2 hours prior to the scheduled use. Cancellations of this type should be reported to the Facility Manager at 765.432.8319. There will then be no charge for the canceled event. If the canceled event has been prepaid, a refund will be issued. (Checks are issued on the 15th and 30th of every month.) If the user/guest is paying in installments, a credit equal to the cost of the canceled use will be issued. If a user/guest cancels an event less than 2 hours prior to the event, all charges are due. No refund or credit will be issued.

Please note: *Usage fees are not designed to profit Morning Star Church or The CONNECTION, but to offset operational expenses and to underscore the high value of that which God has provided for our use and enjoyment.*

We agree to respect the beliefs of Morning Star Church and the United Brethren in Christ denomination as set forth in the Confession of Faith (see attachment), and will do nothing by word or action that will detract from the testimony of these ministries. The undersigned user/guest accepts full responsibility to communicate the guidelines to the participants in the above event and will ensure compliance.

I have read this contract and agree to the terms and conditions set forth.

Signature: _____ Date: _____

Signature of CONNECTION Manager or CAT member: _____

Date: _____

(Revised Sept. 2008)