



SAINT BARBARA



GYMNASIUM RENTAL APPLICATION

2200 Church Road, Toms River, NJ 08753 - 732-255-5525 (office) - 732-255-8180 (Off. fax)

To our Gymnasium Rental Applicants:

Thank you for your interest in renting the Saint Barbara Gymnasium - the newest and certainly one of the BEST gymnasium venues in Ocean County!

Attached, you will find our Fee Schedule and our Gym Rental Application & Usage Agreement.

Your **FIRST STEP** should be to call for schedule availability (908-783-4770).

NOTE: ON SUNDAYS, NO EVENT MAY START BEFORE 12:00 NOON

If our Gym is "open" on the date(s) you need, then you should move forward with the application process. Please read over all the terms and conditions carefully and then fill-in all information as completely as possible. A **DEPOSIT** will be required after application approval by the Saint Barbara Gymnasium Committee

Send the completed (signed and initialed) application, including a copy of your liability insurance naming Saint Barbara as an "Additional Insured" for the date(s) of your rental(s), to **GUS KAKAVAS** one of three ways:

Fax to: **732-453-1898**

email as a scanned attachment to: **guskakavas@aol.com**

Mail entire package to: **PO Box 5352, Toms River, NJ 08754**

Thank you again for being part of our Gymnasium's extended family of fine teams and organizations. We will do everything possible to make your practice session(s), game(s) or special event(s) experience rewarding for your participants and welcomed by all of us at Saint Barbara who are here to help you.

We look forward to seeing you "on the court"!

The Saint Barbara Gym Committee

REGULATIONS FOR RENTAL AND USE OF GYMNASIUM

1. Church buildings are primarily for the use of members of the Church. They are, however, available for community use when there is no conflict with Church functions. Church activities will take precedence over the rental of facilities to organizations. The Church reserves the right to cancel any rental in the interest of Church needs.

Organizations desiring to use buildings shall make arrangements with the Church Office. Rentals will not be arranged with individuals nor with commercial enterprises.

The Church calendar will be arranged during the month of _____.

The granting of a permit for the buildings or grounds offers no privileges for the use of any facilities other than those stated in the permit.

Billing will be done through the Church office. Checks should be made payable to St. Barbara Greek Orthodox Church. All employees of the Church will be paid by the Church office.

In the event that the Church is closed for any reason, e.g. snow, power failures, etc., all events will be cancelled. All unrented Buildings will be closed by 5:00 p.m. on Sundays.

2. Any organization that is granted the use of a Church facility will be held responsible for its proper use and adherence to all rules and regulations governing such use. The Church will, if necessary, assign supervisors to the activity at the user's expense.

Supervisor fees may be charged to any organization using Church facilities on Saturdays and Sundays or any holiday. Fees may be charged to any organization using Church facilities after _____ a.m./p.m. weekdays dependent on the type of activity and number of participants.

3. No charges will be waived for any organization without a vote/decision by the Church. The Church is drug-free and the distribution and sale of alcoholic beverages, raffles and prizes are strictly prohibited. The fees, as determined by the Church policy, are as follows:

Supervisor per hour	\$ _____
Maintenance per hour	\$ _____
Kitchen workers per hour	\$ _____
Auditorium	\$ _____
Indoor Camps	\$ _____
Outdoor Camps	\$ _____

4. 25% deposit will be required upon approval of a reservation request.

5. Billing will be done through the Church Office. Checks should be made payable to the St. Barbara Greek Orthodox Church. All employees of the Church will be paid by the Church.

6. All charitable organizations and fund raisers for specific causes must provide a letter of certification for the Division of Consumers Affairs Charitable Registration and Investigation Act. This letter must accompany request for rental prior to approval for facilities.

RULES FOR USE OF BUILDING

1. The prohibition of smoking in buildings extends to the parking lots, fields, and any and all areas to which children may assemble for, including, but not limited to, outdoor facilities, and any place or location where children may congregate. The organization which rents the building is responsible for the enforcement of this rule, and for the conduct of its patrons or guests.
2. All parties renting facilities must adhere to all parking regulations. Parking shall be limited to designated areas only.
3. Possessions and/or consumption of any alcoholic beverage or controlled dangerous substance on Church property is strictly prohibited.
4. No keys to the Church shall be issued to any applicant of unauthorized person at any time.
5. Organization shall abide by all local and State Fire Regulations.

Saint Barbara Greek Orthodox Church
2200 Church Road
Toms River, NJ 08755
(732) 255-5525 – Office
732-255-8080 – Facsimile

GYMNASIUM APPLICATION

- Applications will be processed in accordance with St. Barbara Greek Orthodox Church (SBGOC) Gym Policy.
- Applications are subject to fees as described in the Application Fee and Gym Allocation Policies.
- Incomplete applications will not be processed and will be returned to the applicant for completion.
- Applications received after the deadlines below will be processed in the order in which they are received, on a space available basis.

Type of Application:

____ League/Organization ____ Team/Group of Individuals ____ One-Time Use

Organization Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax: _____

E-Mail: _____ Cell Phone: _____

Authorized Person: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax: _____

E-Mail: _____ Cell Phone: _____

Contact person (if different from Authorized Person): _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax: _____

E-Mail: _____ Cell Phone: _____

Initials _____

Team/Group of Individuals:

Do you participate in a league/organization? _____ No _____ Yes

If yes, list league: _____

All Applicants: Has your organization/group of individuals previously received facility allocations from SBGOC? _____ No _____ Yes

Season: Please check the season for which you are applying. A separate application must be submitted for each season.

Check One	Gymnasium Season Dates*	Gymnasium Application Deadline
	Spring: March 1 – May 30	January 15
	Summer: June 1 – August 31	April 15
	Fall: September 1 – November 30	July 15
	Winter: December 1 – February 28	October 15

*Dates are subject to SBGOC calendar

Sport: Please check the sport for which you are applying. A separate application must be submitted for each sport.

Gym Sports		
<input type="checkbox"/> Badminton	<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Basketball	<input type="checkbox"/> Volleyball	
<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____	

Start Date: _____ End Date: _____

Page _____ of _____ Page(s)

Initials _____

Day(s) of the Week	Start Time	End Time	Practice/Game*

*Please indicate whether the facility is to be used for practices or games on the requested days/times.

Approval should be sent to: _____ Organization _____ Authorized Person

Organization/Group is non-profit? _____ No _____ Yes

Is there a third party contract/arrangement with a profit making organization?
 _____ No _____ Yes

Organization has liability insurance? _____ No _____ Yes

(Certificate of liability insurance must be submitted prior to use, which names St. Barbara Greek Orthodox Church as an additional insured.)

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GYMNASIUM APPLICATION – PART II
Team Roster

Organization Name: _____

Authorized Person: _____

Sport: _____

Please provide information on the number of registered players:

Name	Age	Male/Female
1.		
2.		
3.		
4.		
5.		
6.		
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GYMNASIUM APPLICATION
Agreement for Use

The undersigned, as an agent for the organization or group of individuals requesting facility allocation(s), have read the rules and regulations governing facility use and permitting and agree to abide by all stated rules and agrees to enforce said rules and regulations. Violation of any rule or condition of the Permit is cause for immediate revocation of the Permit, loss of permit privileges, and forfeitures of any fees/deposits paid for the Permit. Any individual or team, which fails to abide by any and all rules and regulations, is subject to suspension, ineligibility and/or other penalties that may be imposed by Church officials.

The undersigned certifies and/or agrees that he/she:

- Is familiar with the rules and regulations of the SBGOC for community and local use of the gym.
- Will maintain a participant roster for all teams that is in compliance with SBGOC gym use requirements.
- Will be fair and equitable in the distribution of facilities and will make decisions without regard to race, culture, age or gender.
- Is the sole applicant from this group for the athletic facilities at SBGOC.
- Accepts, for the user, the full responsibility for any and all damages to the gym, Church facility and/or Church property caused by said user, and for prompt and adequate settlement of claims for such damage.
- Damage Fees: User groups are responsible for damages to the facilities occurring during usage or as a result thereof.
- On behalf of the designated user agrees to hold harmless and indemnify the SBGOC, and all of their officials, officers, employees or agents, with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to the gym or surrounding Church property and personal injury to any person.
- Will provide a certificate of liability insurance, naming St. Barbara Greek Orthodox Church as an additional insured, in accordance with the limit of no less than \$1,000,000 per occurrence to cover all liability that may occur during use of the gym or arising therefrom or that may otherwise occur anywhere on the SBGOC facilities or property.

Page _____ of _____ Page(s)

Initials _____

The applicant organization has provided the gym rental fee of \$ _____ and a deposit of \$ _____. The deposit will be refunded within 2 weeks after the last day of gym rental by the applicant organization after inspection of the facility confirms that no damage has occurred to the facility. If the inspection of the facility reveals that damage has occurred, the SBGOC officials will contact the Authorized Person of the Applicant Organization to discuss the alleged damage. The cost to repair the damage will be deducted from the deposit and the difference will be returned to the Applicant. If the cost of the repair is in excess of the amount of the deposit, the Applicant Organization will be responsible for the difference.

In accordance with the SBGOC Gym Use Policy, the information requested from the applicant organization will be used to coordinate activities of this agency.

Notice: SBGOC shall have the right to deny the use of a facility to any person or organization at any time. The SBGOC administers and interprets the policy governing use of its facilities and determines the appropriate procedures needed for implementation. SBGOC has the right to deny the privilege of continued use of facilities to any user who does not comply with all the regulations. By signing this agreement you as a representative of the organization or group agree to abide by the conditions of this facility use agreement.

Signature of Applicant: _____

Print Name: _____

Applicant Organization: _____

Relationship to Applicant Organization: _____

Date _____



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PARISH **A**THLETIC **C**ENTER Contract Addendum

Addendum Event: _____

Addendum Date(s): _____

NOTE: ON SUNDAYS, NO EVENT MAY START BEFORE 12:00 NOON

Addendum Start Time: _____ End Time: _____

Set-up required (circle all that apply):

- 1 VBall Net 2 VBall Nets Full Court BBall 1/2 Court BBall
- 2/2 Court BBall Clear Full Court Clear 1/2 Court Curtain Down
- Stage Down 1 Classroom 2 Classrooms 3 Classrooms
- Full Bleachers 1/2 Bleachers No Bleachers Additional Chairs _____
- Tables _____ P/A System Announcer Scoreboard
- Disc Jockey Balcony Viewing Upstairs Bathrooms
- Concession Operated by SB GOYA Concession Operated by YOU

Special Instructions: _____

Net Cost (to be paid prior to start of event): \$ _____

Event Organizer Signature: _____ Date: _____

Note: This addendum constitutes the entire understanding in combination with the original contract on file with the SBPAC Business Office. By the signature on this addendum, the event organizer certifies that their insurance on file will include this event. Any activity, request or usage beyond what is noted above will void this agreement and all deposits will be retained.



SAINT BARBARA GYMNASIUM RENTAL PRICES



2200 Church Road, Toms River, NJ 08753 - 732-255-5525 (office) - 732-255-8180 (fax) - email contact - guskakavas@aol.com

(This pricing will be available for applications received by 3/31/12)

Tier One - Monday through Friday (excluding holidays) before 6:00 P.M. and after 10:00 P.M. - **\$100.00** per hour

Tier Two - Monday through Friday (excluding holidays) between the hours of 6:00 PM and 10:00 PM - **\$125.00** per hour

Tier Three - Saturdays, Sundays and Holidays (all hours) - **\$150.00** per hour

Tier Four - Any event involving STAGE set-up, Floor Covering, Floor Seating and/or Floor Traffic - **\$250.00 to \$1000.00** per hour

Hourly rates include all charges for set-up, clean-up and full use of facility. Renters will be required to provide adequate Liability Insurance (amount of coverage based on the event) that names Saint Barbara as an "additional insured". Depending on the event, should security be required, there will be an itemized additional charge paid in advance for that coverage. Any property/equipment damages (intentional or unintentional) occurring during the rental period will be the responsibility of the Renter to repair or replace in order to return the facility to the condition it was in immediately prior to the start of the rental.

A **Rental Agreement Contract** spelling out all the terms and conditions will be processed so all parties are clear on all details.

Thank you -

The Saint Barbara Gym Committee