Dear Gym Renter,

Attached is paper work that needs to be filled out as soon as possible and returned before the day of event/practice.

Attached is a Rental agreement and Facility Usage for you to sign and return. We charge $15.00 per hour for gym rent. The check should be made out to St. Athanasius. I will mail out an invoice the end of every month. Payment MUST be returned to the office (PO Box 316) by the 15th.

*Sports Usage: Please return a Coverage of Liability from your insurance provider with Archdiocese of Dubuque and St. Athanasius School/Church. If you don’t have an insurance provider for club sports attachmented are Adult & Minor Hold Harmless forms that each child and adult need to fill out with their (parents) signature on it. This protects St. Athanasius Church and The Archdiocese of Dubuque from any liability.*

A clean checklist is also attached. This must be completed and returned to the parish office along with your key.

To get a key for the gym/lunchroom you must contact me prior to the event/practice and pick up from the parish office. I need to know who will be picking it up and who will have the key in case I need to contact them. (Name, ph#, and email) This key must be kept safe and returned to the parish office after your event/practice is complete.

Sincerely,

Kayla Rohlfsen

Office Manager, 319-827-6682

St. Athanasius Parish