

TimberwoodChurch

Timberwood Room, Gym, and Outside Area/Parking Lot Reservation Sheet for 2026

Request Date: _____

Name: _____

Type of Function: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Rooms you'd like to use: (please circle)

101 103 105 106 107 108 109 110 111 112 113 115 117 119 121 123 125 127

Kitchen Great Hall Gathering Space Gym **Outside Parking Area (the building will not be open for this use)**

Meeting Date: _____ Number of Attendees: _____

Time of Meeting: _____ a.m./ p.m. End of Meeting: _____ a.m./ p.m.

Items needed for room use provided by Timberwood Church: (please circle)

TV DVD Player Pens Tables Chairs

If using any of the above, please specify where they will be used: _____

***Please note the room setup picture on the wall. The room must be returned to its original setup and temperature. *Timberwood also reserves the right to bump any non-Timberwood-related event if a Timberwood event is occurring at the same time and needs that space. Thank you.**

*** When using the kitchen, all dishes, utensils, and glasses will be washed and put away. Coffee pots will be cleaned and put away. Clutter will be picked up and put in the trash. Thank you.**

***Please note the parking lot will be left free from any form of garbage and trash. Thank you.**

Will there be food or beverages served? Yes No *(food or beverages are not allowed in the gym area)*

If yes, please explain: _____

Signature: _____ Approved By: _____

For Internal Use Only: Set Up Custodial Hospitality Staff

Initial that the following people have been informed of the event.

(Please See Back for Additional GYM INFORMATION)

Timberwood Gym Use and Safety Rules:

THIS FORM MUST BE SIGNED BY ALL PARTICIPANTS AND BY A PARENT OR GUARDIAN IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE. STUDENTS UNDER THE AGE OF 18 MUST BE ACCOMPANIED BY AN ADULT.

1. Proper athletic footwear required (no floor marking shoes)
2. Food, gum, and beverages are prohibited
3. **No fighting or bullying**
4. Gym floor must be swept after each use (push mop found in storage room off the gym)
5. No tables or chairs are allowed on the gym floor

If any of these rules are not followed, you will be asked to leave the gym.

Release of Liability

Timberwood Church will not be responsible for the damage or loss of any personal property or any bodily injury.

Any damage incurred to the Timberwood gym facility will be the sole responsibility of the signer below.

By signing this form, you agree to, having read the information above, participate in the gym use at your own risk. You release from any liability and hold harmless Timberwood Church, its employees, and volunteers for damages, injuries, or losses to you physically or your property, which might be connected in any way to your participation in the gym.

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____