

Dear church family,

Please read the updated church policy below for the church gym use:

- Everyone desiring to use the gym needs to reserve time in advance.
- The person using the gym must be the one to reserve it.
- We have created a Google calendar to keep track of the church's gym use. We will have this on our website, under "Our Church" and it will be available for viewing only.
- To reserve a slot, up to 2 hours maximum, please email or call Ester at the church office, at [office@trfefc.org](mailto:office@trfefc.org) or 218-681-3855 and she will add you to the schedule. You are able to request up to 3 slots per week, unless the demand is low.
- Any outside group or a group using the gym several times a month will need to submit a **building use request form** to the church office for approval. When approved, these will be posted on the schedule as well.

**Other important information:**

- While we make every effort to plan church activities far in advance, there may be events that pop up on short notice that require gym use. If this happens and there is a conflict with time you have scheduled, we will work with you to find a time to reschedule.
- As part of an independent safety/security audit this past summer, we have re-keyed our facility. Keys are only given out to people who need them for official church ministries. A key will be available to check out if the building is going to be locked so please come to the office during our regular office hours (8am-3pm Mo-Fr) if you need to check out a key.