

**FAMILY LIFE CENTER
TURNER GYMNASIUM/ FITNESS CENTER
POLICY AND PROCEDURES MANUAL**



September, 2009

POLICY AND PROCEDURES MANUAL

HAYES BARTON BAPTIST CHURCH

FAMILY CENTER LIFE

WELCOME

Thank you for participating in the Family Life Center (FLC) at Hayes Barton Baptist Church (HBBC). We would like to help strengthen your relationship with God by encouraging and motivating you to a healthy and fulfilling lifestyle. Please acquaint yourself with the information in this handbook and feel free to speak with anyone on our staff if you have comments or questions.

MISSION STATEMENT

Our Mission is to strengthen and extend our Christ-centered community of faith and fellowship through expanded ministries and intentional outreach.

OBJECTIVES

Create a safe, welcoming environment for the congregation and neighborhood

Plan and implement effective programs for recreation and fellowship

Involve the congregation in intentional ministry and mission-based activities

Build and strengthen persons in their Christian walk and relationships

Support families and encourage inter-generational activities

“Finally, be strong in the Lord and in his mighty power....”

Ephesians 6:10

PARTICIPATION

Participants

- Members of HBBC and/or anyone enrolled in an HBBC program
- Staff of HBBC
- Guests of HBBC members
- Visitors for games and tournaments
- Community members

Participation Policies

- Unless attending an HBBC sponsored and supervised program participants below the 6th grade should be accompanied by an adult.
- Participants using gym and fitness center must register at the Welcome Center Desk and on the first visit complete and sign a waiver.
- Participants must comply with all Rules and Regulations of the FLC.

RESERVATIONS

- Any group approved by the Ministerial Staff, FLC Director, and/or FLC Council may be eligible to use the facility, if such use does not conflict with regularly scheduled HBBC activities.
- The FLC Director will provide oversight of reservation priorities and procedures including discussion/collection of any fees.
- Facility use will be prioritized according to the following:
 - Church-wide event
 - Ministry event
 - HBBC sponsored recreation activity
 - SS class event
 - Church member event
 - Non-church member event
- Reservations should be made a minimum of 2 weeks prior to the activity. Cancellations should be made within 72 hours to avoid possible cancellation fees.
- Participants should remain in reserved area.
- Damages incurred while a group has a reservation will be considered the financial responsibility of the group.

- The HBBC Child Protection Policy requires that **at least two adults must be present** for activities involving children and youth. The proper ratio of adults to children must be maintained as follows:

- | | |
|----------------|---------|
| • Preschool | 1 to 5 |
| • Grades K-3 | 1 to 7 |
| • Grades 4-9 | 1 to 10 |
| • Grades 10-12 | 1 to 15 |

FEES

- A fee schedule will be maintained by the FLC Director
- Fees charged to groups outside of HBBC for one time use will be collected prior to use.
- For use by outside groups, please refer to the church's Facility Use Guidelines.
- Groups renting on a monthly basis will be invoiced by the Church Administrator.
- Registration for classes, clinics, leagues, and other structured programs may be required. Payment of any fees may be required at time of registration.
- All checks should be made payable to Hayes Barton Baptist Church unless stated otherwise.

RULES AND REGULATIONS

Entering/Exiting Family Life Center

- The primary entrance and exit for the FLC will be at the Welcome Center door adjacent to the drop-off area. Rear doors from the gym are for exiting the building only or for emergency use as directed by the staff.
- Every participant must sign in at the Welcome Center Desk and on the first visit must sign a waiver.
- Loitering in the parking lot is not allowed.

Hours of Operation

- The FLC is generally open as follows:
8:30 a.m. – 9:30 p.m. Monday – Thursday
8:30 a.m. – 5:30 p.m. Friday
- Occasionally open hours may vary due to seasonal or special HBBC activities.
- FLC hours of operation and all changes in those hours will be available on the church website at www.hbbc.net.
- Calendar of events will be posted and updated in the HBBC Happenings and on the HBBC website at www.hbbc.net.

Dress

- Speech, dress and conduct of all participants should be in accordance with the highest Christian standards.
- Clothing that is appropriate for the activity is to be worn.
- Participants must wear shirts.
- Participants in athletic activities on the gymnasium floor shall wear appropriate non-marking shoes.
- Unless the floor is covered no high heels or hard-soled shoes are allowed on the gym floor.

Behavior

- Participant's behavior should be in accordance with the highest Christian standards and participants will be expected to follow the policies and rules that have been approved for use of the FLC.
- No profanity, no fighting, no "trash talking" or anything considered unsportsmanlike will be tolerated.
- Elevators are to be used only in the appropriate manner.
- All equipment is to be used in the appropriate manner.
- Doors are not to be propped open.
- All walkways must remain free from obstruction.
- Willful violation of any policies or rules could lead to loss of eligibility to participate in the activities in the FLC.
- The Family Life Center is operated by volunteer staff under the direction of the paid church staff. Participants are expected to follow their directions.

Equipment

- Equipment may be checked out at and returned to the Welcome Center Desk or Family Life Center Director.
- All equipment should be used for its intended purpose.
- The individual who checks out equipment is responsible for its return in good condition.
- The group leader shall be responsible for equipment used by his/her group.

Food and Refreshments

- Sealed water bottles may be used in the fitness areas or may be taken on the gym floor during league basketball games. No other food or drink is allowed in the gymnasium or fitness area.
- Participants are responsible for keeping all FLC areas clean.

Items Prohibited

- These items are not allowed in the Family Life Center: tobacco in any form, alcoholic beverages, anything considered a weapon, controlled substances, chewing gum, pets with the exception of service dogs.
- Nothing is allowed that would detract from the Christian atmosphere.

Lost and Found

- The Lost and Found box will be located at the Welcome Center Desk.
- Participants are encouraged to put their name on all personal items.
- Items left in the lockers will be placed in the Lost and Found box.

Gymnasium

- Appropriate non-marking shoes should be worn on the gym floor during play.
- Appropriate length shorts, along with other suitable attire are required at all times.
- Use of personal basketballs and volleyballs is discouraged.
- Participants must not hang from the basketball goals. Dunking is discouraged.
- Gym equipment will be set up and operated by authorized personnel only.
- HBBC programmed activity has priority over free play.

Locker Rooms and Showers

- A locker room is available for use by participants.
- Participants may supply their own lock, towels, and toiletries.
- Personal locks should be removed before leaving facility.
- Please help us make the most efficient use of water.

Fitness and Aerobics Rooms

- Participants are urged to obtain a physical examination from their physicians prior to the use of any exercise equipment or attendance in any exercise class.
- Users are urged to participate in a fitness room orientation.
- Each user is asked to re-rack the weights and wipe down equipment after use.
- Participants below the 6th grade must be supervised by a parent.
- No horse-play is allowed in fitness room.

Liability

- Participants using Gym and Fitness Center will be required to sign a waiver form prior to the use of the FLC facilities and equipment. All activities and participation will be at the risk of the participant.
- As specifically provided in the waiver form, Hayes Barton Baptist Church does not assume liability or responsibility for any participant; nor does Hayes Barton Baptist Church make any express or implied warranty of the suitability for any purpose of the premises, the equipment, machinery, fixtures or furniture.
- Hayes Barton Baptist Church is not responsible for any theft or loss of personal items.

Emergency Procedures

- **Medical Emergencies**

The FLC is equipped with basic first aid supplies and a wheelchair. In the event of a medical emergency, notify the FLC staff person at the Welcome Center Desk immediately. The staff will call 911 when appropriate. At no time should an injured person be moved or treated except by a trained professional. The FLC staff will take a written medical emergency report of each incident.

- **Other Emergencies**

In the event of a fire or fire drill, the FLC fire prevention and evacuation system will be activated. Find the nearest and safest exit and evacuate the building immediately. The FLC staff will assist you in this process. Please acquaint yourself with all the emergency exits and fire extinguishers located throughout the facility as shown on the diagram posted at the Welcome Center Desk.

Interpretation of Policies and Procedures

- Ministerial Staff, FLC Director, and/or the FLC Council will be responsible for interpretation and enforcement of the policies and procedures.
- Policies and procedures will be revised by the FLC Council as appropriate.
- Any situation not specifically covered in this list of policies will be acted upon at the discretion of the Ministerial Staff, FLC Director, and the FLC Council.