

Lexington Baptist Church Family Life Center Policies & Procedures

Family Life Center Hours of Operation

Monday, Tuesday and Thursday: 6:00 am - 9:00 pm

Wednesday: 6:00 am - 3:00 pm

Friday: 6:00 am - 4:30 pm

Saturday: 8:00 am - 1:00 pm

Sunday: CLOSED

Because of the many seasonal activities and the wide variety of events, the Family Life Center (FLC) Hours of Operation may vary. The hours of operation will be posted on the FLC lobby bulletin board.

Since the FLC is a support ministry of LBC, it will close 30 minutes prior to regularly scheduled church wide meetings or events, and will remain closed during such activities.

Family Life Center Staff Members

Rev. Jerry Freeman, Minister to College and Recreation: 359.4146 ext 250

Rev. John Swindler, Minister to Students: 359.4146 ext 227

Amy Hanson, Ministry Assistant to Students, College and Recreation: 359.4146 ext 261

Participation:

- ❖ All children under 12 years of age must be accompanied by an adult (a person 18 years or older) at all times while in the Family Life Center. Any exception to this policy must be approved by the Minister of Recreation.
- ❖ Participation privileges are secured upon filling out a registration form and purchasing a personalized I.D. Card.
- ❖ Members and guests must sign in and then show their I.D. Card at the registration desk each time they enter the building.
- ❖ The purpose of the I. D. Card is:
 - **Admission:** Pass to the building
 - **Equipment Check-out:** I.D. Card will be required for equipment check-out.
 - **Emergency Identification:** the I.D. Card allows us to look up medical information or contact a family member in case of an accident.

Membership:

LBC Members:

- ❖ No yearly membership fee for church members.
- ❖ \$5 per person, 12 years of age and older, for the membership card (\$25 maximum for the family).
- ❖ You must have a card for entrance; however, if you have temporarily misplaced your card or left it at home, you may enter up to three times without it.
- ❖ To replace a lost card, there is a \$5 charge.

LBC Visitors Card:

- ❖ Guests looking for a church home may request a "LBC Visitors card", which is for three (3) months and entitles the person to all participating rights. The guest is encouraged to attend all worship and educational programs in order to determine if they would like to make LBC their church home.
- ❖ If after the three-month period, you are still unsure about making the decision to join LBC, we are happy to extend your "Visitors Card" for another three months.
- ❖ Fee: None
- ❖ You must have a card for entrance; however, if you have temporarily misplaced your card or have left it at home, you may enter up to three times without it.
- ❖ To replace a lost card, there is a \$5.00 charge.

Guests and Visitors:

Guests

- ❖ Guests must be accompanied by a FLC member at all times.
- ❖ Guests are to abide by all member policies and procedures unless otherwise noted.
- ❖ Guests should stay in the company of the FLC member, and their conduct is the responsibility of the FLC member.
- ❖ Guests may leave before the FLC member, but when the FLC member leaves, the guest must leave also.
- ❖ If guests arrive before their sponsoring FLC member, the guest should wait at the Reception Desk for their host.
- ❖ At each visit, guests must fill out a guest card and sign in and out at the Activity Desk.
- ❖ FLC members are allowed to bring **three** guests at one time, unless prior authorization has been given by the Minister of Recreation.

Visitors

- ❖ Visitors are individuals who are with outside organizations, teams, spectators, party participants, lock-ins, or guests of programs that involve outreach to the community.
- ❖ Visitors are the responsibility of the church or group with which they are associated. The sponsor of the group is required to sign the "Visitors Register" supplying the sponsor's name, name of the group, number in the group, and the sponsor's phone number.
- ❖ Visitors are to stay in the particular area where their group is participating.
- ❖ For more information about outside church organizations reserving the FLC, please call the FLC for more details.

Entering and Exiting:

- ❖ Participants must sign-in at the check-in area upon entering the FLC. Always use the main front doors to enter the FLC. All other doors are for EMERGENCY purposes ONLY and are to remain closed at all times.
- ❖ Participants are asked to remain in the FLC. Loitering in the parking lot is not allowed.
- ❖ On special occasions, registration is not required, but the FLC is closed except for the area in which the special function or supper is being held.
- ❖ If a member and guest wish to participate in the FLC after Wednesday night activities are over, he must follow all registration procedures.

Dress Code:

- ❖ The FLC is used to glorify God.
- ❖ Each person involved should "In all ways acknowledge Him." Proverbs 3:6
- ❖ The FLC is a ministry of the LBC. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants should be in accordance with the highest Christian standards. Any print or writing on clothing must be fitting for a Christian environment.
- ❖ This is a co-ed facility and appropriate clothing must be worn at all times. The FLC personnel will determine appropriate dress.
- ❖ Men are required to wear shirts.
- ❖ No bare midriff's allowed.
- ❖ Appropriate length shorts, along with other suitable attire, are required at all times by males and females.

Dress Code: (continued from page 2)

- ❖ Sleeved shirts must be worn at all times.
- ❖ Appropriate shoes for gym use include tennis, running, basketball, and other soft white sole shoes. Non-marking soled shoes must be worn in the gym.
- ❖ Dress code applies to all areas of the FLC including gymnasium, fitness room, and aerobics room.

Behavior and Discipline:

- ❖ No unchristian speech or unsportsmanlike conduct will be condoned at any time, by any one.
- ❖ Willful violation of any policies or rules could lead to loss of eligibility to participate in the FLC.
- ❖ The FLC staff is trained to enforce our guidelines tactfully, lovingly, and sensitively. They have the right to say "no" or "stop".
- ❖ Participants are expected to follow the staff's directions and these Policies and Procedures.
- ❖ Infractions will be handled as follows:
 - First Infraction: Warning, explanation of rules, and/or suspension.
 - Second Infraction: Reminder, notification of parents (High school and below) and/or suspension
 - Third Infraction: Parent conference (High school and below) and/or suspension.
 - Major infractions will be reported in written reports to the Minister of Recreation.
 - Serious discipline problems will be dealt with by the Minister of Recreation and the Recreation Committee.

Items Prohibited:

- ❖ These items are not allowed in or on the property of the FLC:
 - Tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, pets (except for service pets), gum, radios (exception: "Walkmans" are permitted as long as they are used with headphones), or anything that would detract from the Christian atmosphere.
 - Food and drinks will not be allowed in the Gymnasium, Weight Room, or on the Walking Track, with the exception of water in a closed container.

Reservations:**Lexington Baptist Church Group:**

- ❖ LBC groups may make application to reserve specific areas of the FLC through the LBC office. All reservations will be coordinated with the existing schedule.
- ❖ Only organizations of LBC approved by the Minister of Recreation may make reservations.
- ❖ All reservations should be made through the LBC office as soon as a date is set. There is a reservation form that must be filled out with the assistance of the LBC professional staff.
- ❖ All groups must have one adult who is in charge of the entire reservation. This person is called the contact person.
- ❖ All groups must have adequate adult supervision. The proper ratio of adults to children must be maintained as follows:

Grades K-3	1:5	Grades 4-6	1:8
Grades 7-9	1:10	Grades 10 to 12	1:15
- ❖ All groups making reservations will be responsible for their own programs. The LBC/FLC staff will be happy to help plan any function provided it is calendared through the LBC office at least two weeks in advance. Groups using the FLC are also responsible for cleaning up areas they use.
- ❖ Reservations must be promptly canceled if plans are changed.

Christian Groups Not Affiliated with LBC:

- ❖ All requests for reservations by outside groups are reviewed by the Minister of Recreation and Pastoral Staff and then approved or denied.
- ❖ Requests for reservations may be made through the LBC office no sooner than two weeks in advance.
- ❖ Building usage and supervision fees will be charged. The fees are set by LBC. A fee schedule is available at the FLC office.
- ❖ Advance deposit is required.

Reservations:

Christian Groups Not Affiliated with LBC: (continued from page 3)

- ❖ Reservations for the use of the FLC will be for a specific period of time after which the building must be vacated.
- ❖ Requests for reservations of the FLC by outside groups must be for times when it is not in use by LBC.
- ❖ Outside groups renting the FLC are responsible for any damages to the facility incurred by the group and for adhering to the policies that govern the FLC.
- ❖ Reservations should be promptly cancelled if plans are changed.
- ❖ When other churches wish to rent the FLC, the Minister of Recreation or another trained FLC staff member will remain with the guest group. There will be a supervisory fee paid by the guest group for this individual.

Equipment:

- ❖ Equipment must be checked out and used for its intended purpose.
- ❖ Individuals or groups who check out FLC equipment or property will be financially responsible for equipment that is damaged, lost, destroyed, or stolen.
- ❖ Some equipment may be checked out for activities away from LBC, after being cleared with the FLC office and filling out proper forms.
- ❖ All equipment will be returned to the same place from which it was checked out.
- ❖ Items that are not FLC issued items are not allowed in the FLC, unless previously approved by the FLC Staff. Exceptions: basketballs and volleyballs

Liability:

- ❖ The use of the Family Life Center and all equipment will be at the risk of the participant.
- ❖ Lexington Baptist Church does not assume liability or responsibility for any participant.
- ❖ A signed waiver releasing LBC FLC from all responsibility for accident or injury **MUST BE SIGNED** before a participant may enter the FLC and engage in any activity.
- ❖ LBC is not responsible for lost or stolen property.

Fees:

- ❖ There are fees for some activities.
- ❖ All fees are intended to offset equipment maintenance and new equipment costs and help to eliminate a strain on the church budget.
- ❖ A complete fee schedule is available at the FLC office.
- ❖ No credit can be extended.

Lost and Found:

- ❖ The Lost and Found Box is located at the FLC office. Lost items will be returned to the owner when requested and properly identified.
- ❖ Participants are encouraged to put their names on all personal items such as shoes, equipment bags, shirts, etc.
- ❖ Items left in lockers after hours will be placed in the Lost and Found Box.

Area Regulations:

Reception Area:

- ❖ The Reception Area is a highly specialized area. Therefore, only authorized personnel are permitted in this area.
- ❖ Music for the FLC is played over the sound system from the Reception Area. Only Christian music may be played and the FLC Staff will regulate what is played and the volume.
- ❖ The Reception Area is our Welcome and Information center. All people entering and exiting will sign in at this location.
- ❖ Public address, sign up for all activities, checking out of equipment, First Aid, and Lost and Found will be coordinated through the Reception Area.

Area Regulations: (continued from page 4)**Gymnasium:**

- ❖ No black soled tennis shoes are allowed on the surface of the gym floor.
- ❖ Absolutely nothing may be thrown from the gym floor to the track above. Anyone violating this rule is in danger of being dismissed from the FLC.
- ❖ Gym equipment will be set up and operated by authorized personnel only.
- ❖ Programmed activity has priority over free play.
- ❖ No food, drink, or gum is allowed in the gym, except for water.

Walking/Jogging Track:

- ❖ Basketballs, volleyballs, or any type of athletic equipment are prohibited from the Walking Track. Anyone shooting at the baskets from the Walking Track will be subject to dismissal from the FLC.
- ❖ Sitting or leaning on the rail around the Walking Track is prohibited.
- ❖ Absolutely nothing may be thrown from the Walking Track to the gym floor.
- ❖ All walking and jogging is to be done in one direction. Walking direction will be posted daily.
- ❖ Sixteen (16) laps equal one mile. Walkers use the inside of the track closest to the rail, except for passing. Joggers use the outside of the track closer to the wall.
- ❖ Fellowship and conversation between walkers are encouraged. However, for the courtesy of others, please only walk in groups of two. Please do not walk side by side as a group of three. This may make it difficult for others to pass.
- ❖ This is a conditioning track and no racing is allowed, but consideration should be given to faster walkers and joggers who wish to pass.
- ❖ Because of the possible danger to others, baby strollers are not allowed on the track.
- ❖ Spectators are not permitted to sit or observe gym activities or events from the track.

Weight Room/Fitness Room:

- ❖ You **MUST** be an FLC member to use the weight room.
- ❖ Due to the possibility of injury, children under the age of 13 are not permitted in this area.
- ❖ Children aged 13-15 must be accompanied by an adult.
- ❖ This is a highly specialized area; therefore, participants are required to make a reservation at the reception area for a Weight Room Orientation.
- ❖ While not required, it is **STRONGLY** suggested that you see a physician before workout in the Weight Room.
- ❖ Each piece of equipment should be wiped down by the participant after it has been used.
- ❖ Appropriate attire is required in this room.
- ❖ No horseplay allowed in the weight/fitness room.
- ❖ No food, drink (other than water in a closed container), or gum is allowed in the weight/fitness room.

Aerobics:

- ❖ The Aerobics room is available for members and their guests only.
- ❖ Aerobic classes will be offered.
- ❖ There may be costs incurred with some classes.
Check reception area for schedules and potential costs.
- ❖ Appropriate attire is required in this room.
- ❖ The Aerobics room should be used for Aerobic exercises only. No horseplay allowed.

Men's and Women's Locker/Dressing Rooms:

- ❖ For safety reasons, it is especially important that under-aged children be closely supervised by their responsible adult while in this area.
- ❖ Each person is responsible for keeping wet, sweaty, or soiled clothes out of lockers.
- ❖ Participants should not leave valuables in an unsecured locker.
- ❖ Personal locks may be used on any locker; however, no locks can be left on overnight. Any personal locks left on overnight will be cut off and the contents will be placed in the Lost and Found box.
- ❖ No horseplay allowed in the locker dressing rooms.
- ❖ No food, drink, or gum is allowed in the Locker Dressing room.

Area Regulations: (continued from page 5)

Storage Area:

- ❖ The storage area is closed and off limits at all times. No one is to enter the storage area without first having obtained permission.

Interpretation of Policies and Procedures:

- ❖ The FLC staff and Activities Committee will be responsible for interpretation and enforcement of all rules.
- ❖ Policies and procedures are reviewed periodically by the FLC staff and Recreation Committee and they may be added to or altered.
- ❖ Any situation not specifically covered in this list of policies will be acted upon if and when the need arises, at the discretion of the FLC staff and/or the Recreations Committee.