

# **Mt. Airy Baptist Church Life Center**

## **POLICIES AND PROCEDURES**

### **Welcome**

Thank you for your participation in the Mt. Airy Baptist Church (“MABC”) Life Center (“LC”). We appreciate your involvement in helping make the LC a friendly and exciting place. Please take the time to acquaint yourself with this easy to read handbook. It will provide you with the necessary information to make your experience a pleasant one. If you have any questions or comments, please address them to our staff.

### **Our Mission**

To be a place where people can experience the abundant life through Jesus Christ, where individuals and families are strengthened, and where individuals’ gifts and talents are developed and utilized.

### **Our Vision**

To be a bridge: a place where church members may introduce their friends and family to the Gospel in a fun and friendly environment; and a place where your personal goals for self-improvement may be realized. To be a lighthouse to our community: a place that brightly shows the acceptance, joy, and love of Christ in a clean and safe environment. To be a home: a place where individual families and the entire MABC family can be built up, and a place where the whole person will be encouraged and strengthened.

### **Our Philosophy**

Our philosophy is twofold:

1. We believe that recreation is a useful tool for evangelism and discipleship. Recreation is one of many tools to take the gospel of Jesus Christ beyond the walls of MABC and into the community.
2. We believe that recreation is a valuable tool in nurturing fellow believers’ relationships with each other and their families. Spending time with one another in recreational settings helps build strong relationships.

### **Participation**

1. Participation in the LC is open to MABC members and anyone enrolled and actively participating in Bible Study Fellowship (“BSF”), and the community.
2. Children age 12 and under will be referred to as “under-age children.” An “adult” is an individual 18 years of age or older. Under-age children must be accompanied by an adult except when participating in special programming for their age group.
3. Eligibility to participate will be contingent on an individual’s willingness to abide by all policies and procedures. Any violation of facility rules will result in the loss of membership and privileges to use the LC.
4. All participants must sign in and out for each visit to the LC.
5. In no case shall the LC be used for commercial or other for profit purposes.

## **Fees**

Most services in the LC are free to MABC members (including those enrolled and actively participating in BSF). However, some programs, classes, and activities will carry fees and charges. Fees will apply to MABC members who reserve the facility for private use.

MABC reserves the right to charge non-member fees to use the walking/jogging track and/or fitness areas. If implemented, all fees are to be paid in full at the beginning of an individual's or family's use. **There will be no refunds.**

## **Guest Policy**

1. MABC welcomes the community and strongly encourages its members to bring family members and friends as guests to the LC. Guests are defined as individuals who are not church members.
2. Each time guests come to the LC they must sign in and complete other information, if needed, at the front desk.

## **Hours of Operation**

1. The LC hours will be posted in the main entrance lobby area and will also be published in the church newsletter and Sunday bulletin and posted on the [www.mtairybaptist.com](http://www.mtairybaptist.com) web site.
2. Because of seasonal activities and the wide variety of events, the LC hours of operation may vary.
3. The LC will be closed during regularly scheduled church-wide meetings and will be closed at least one hour prior to all church services.
4. Because the LC is a support ministry of MABC, the LC schedule will not conflict with the main church schedule.

## **Entering and Exiting**

There are several exterior doors to the LC complex. The front door to the lobby area is the only door that may be used to enter and exit the gymnasium, walking/jogging track, and fitness areas. The door closest to the fellowship building may be used to enter and exit the education area. No other doors may be used to enter the LC. Please refer to the facilities diagram.

## **Items Prohibited**

These items are not allowed anywhere on the premises of the LC: pets, tobacco in any form, anything considered a weapon, any alcoholic beverages, controlled substances, or anything that would detract from the Christian atmosphere.

## **Dress and Behavior**

1. The LC is a support ministry of the MABC. In the interest of influencing others for Christ, the speech, dress, and conduct of LC participants and guests will be in accordance with the highest Christian standards.
2. Dress must be reasonable and proper. See "Front Desk and Lobby," "Gymnasium," and "Fitness and Walking/Jogging Track Areas" sections for dress requirements specific to those areas.
3. Shirts and shoes along with other appropriate apparel must be worn at all times.
4. Clothing with slogans not consistent with Christian standards is not appropriate.
5. Use of profane, loud, threatening, insulting, indecent and abusive language is unacceptable in the LC.
6. Public display of affection is unacceptable at the LC.

## **Front Desk and Lobby**

1. Only authorized persons are permitted in the front desk area.
2. Proper attire is required in the lobby as in all other areas.
3. These items are not allowed in the lobby: Frisbees, any type of ball, skateboards, bicycles, or anything not consistent with the atmosphere and purpose of this area.
4. Participants are responsible for placing their own trash in the proper containers.
5. The furniture is not to be moved by participants for any reason.
6. Food and drink are allowed in the main lobby and lounge area of the LC.

## **Equipment Checkout**

1. Equipment will be checked out from the front desk and must be used for its intended purpose.
2. LC equipment will be returned to the same place from which it was checked out.

## **Gaming Areas**

1. Every game has proper rules and players are expected to respect them.
2. Game tables are not to be moved, rearranged, or sat upon.
3. No gaming equipment may be taken out of the gaming areas.
4. Time limits will be imposed when there is a waiting list.
5. No food or drink is allowed at the gaming station area.

## **Gymnasium**

1. Non-marking shoes are required on the gym floor during play.
2. Appropriate length shorts, along with other suitable attire are required at all times by males and females. Shirts must be worn at all times.
3. Kicking basketballs or volleyballs is not permitted.
4. No personal basketballs, volleyballs, etc. may be used. (Exception: Visiting teams may furnish their own equipment.)
5. Outside equipment for private use may not be brought into the LC.
6. Participants must not hang from the basketball goals.
7. Participants may not dunk on goals under 10' in height.
8. Gym equipment will be set up and operated by authorized personnel only.
9. Programmed activity has priority over free play.
10. Under-age children must be accompanied by a responsible adult unless participating in supervised special programming for that age group.
11. Any equipment that is damaged, lost, or destroyed through improper use must be replaced by the person or persons responsible.
12. Anyone throwing anything from the gym floor will be subject to dismissal from the LC.

## **Showers**

1. One shower is available in each first floor restroom for the convenience of participants.
2. Participants must supply their own towels and toiletries.
3. Please help us make the most efficient use of water.
4. Under-age children are not permitted in the shower areas.

## **Computer Lab/Classrooms**

Food, drink, or other refreshments must be approved in advance by the staff member or volunteer in charge.

## **Fitness and Walking/Jogging Track Areas**

1. The LC urges all members to obtain a physical examination from their physicians prior to the use of any exercise equipment or attendance in any exercise class.
2. All users are to re-rack the weights and wipe down equipment after use.
3. Participants are responsible for placing their own trash in the proper containers.
4. Because this is a highly specialized area, all users must participate in fitness equipment orientation.
5. Under-age children must be accompanied by an adult at all times to use the fitness areas and walking/jogging track.
6. This is a co-ed facility. To protect the modesty of all participants, the following dress code is required.
  - Sleeved shirts are required at all times by all participants.
  - Spandex pants and/or shorts of spandex type material (i.e., biker shorts) are not considered proper attire for the LC.
  - Clothing with slogans not compatible to Christian standards is inappropriate.
6. No horseplay is allowed in the fitness areas.
7. No food is allowed in the fitness areas.
8. The walking/jogging track is for conditioning purposes only.
9. Spectators are not permitted to sit or observe gym activities or events from the walking/jogging track.
10. Recreation equipment of any kind is not allowed on the walking/jogging track.
11. Anyone throwing anything from the walking/jogging track will be subject to dismissal from the LC.

## **Childcare**

Childcare is not available in the LC.

## **Discipline**

1. In order to maintain our standards, unacceptable behavior will be dealt with at the discretion of the staff member or volunteer-in-charge. The LC staff will make a written disciplinary action report of each incident.
2. Trained volunteers and paid staff operate the LC and they have the authority to enforce all policies.

## **Interpretation of Policies and Procedures**

1. The staff member or volunteer-in-charge will be responsible for interpreting and enforcing all rules.
2. Policies and procedures may be revised as needed.
3. Any situation not specifically covered in this list of policies will be dealt with as the need arises and at the discretion of the staff member or volunteer-in-charge.

## **Lost and Found**

1. The lost and found box is located at the front desk. Lost items will be returned to the owner when requested and properly identified. Items left over 30 days will be discarded.
2. Participants are encouraged to put their names on all personal items such as warm-ups, shoes, equipment bags, shirts, etc.
3. Items left in the LC after hours will be placed in the lost and found box.

## **Liability**

1. The use of the LC, all equipment and property will be at the risk of the participant.
2. MABC does not assume responsibility for any participant.
3. MABC does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures, or furniture.
4. All persons participating in the physical fitness activities of the LC should be in good health or should consult with their physician before participating in such activities.

## **Emergency Procedures**

### **1. Medical Emergencies**

The LC is equipped with basic first aid supplies. In the event of a medical emergency, notify the LC staff person at the front desk immediately so 911 may be called. At no time should an injured person be moved or treated except by a trained professional. The LC staff will make a written medical emergency report of each incident.

### **2. Other Emergencies**

In the event of a fire or fire drill, the LC fire prevention and evacuation system will be activated. Find the nearest and safest exit and evacuate the building immediately. The LC team 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 front desk.

In the event of an earthquake, seek cover under interior door jams, in restrooms, in closets, or under any protected structure, or if possible, evacuate the building through the nearest exit as quickly as possible.

In the event of a tornado, seek cover under interior door jams, in restrooms, in closets, or under any protected structure. To the extent possible, stay away from windows and glass doors.

## **Reservations**

Reservations for the LC are accepted on a first requested basis. In no case shall the LC be reserved for commercial or other for profit purposes.

All reservations are to be made through the church office with as much advance notice as possible. However, reservations will not be accepted more than 60 days prior to the event being requested. Fees may be applicable depending on the usage.

General policies regarding reservations are as follows:

1. Adult functions of less than 125 persons may not reserve the LC (please reserve the fellowship building instead).
2. Children functions may reserve a portion of the LC for games and other activities.
3. Only outside organizations approved by the staff may make reservations.
4. All groups requesting reservations must provide adequate adult supervision.
5. The reserved facilities shall be relinquished immediately upon termination of the reserved time.
6. All sections of the LC not being reserved will operate normally while the reserved function is in progress.
7. Reservations should be promptly canceled if plans change.
8. MABC members may reserve areas of the LC for parties any weekday or Saturday. However, scheduled programs have priority.
9. The person directly in charge of the event being reserved must agree with the rules, regulations, and requirements for the use of the LC.
10. The person(s) responsible for the event being reserved is responsible for cleaning the areas used.