

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



**Hayes Barton  
Baptist Church**

# ***POLICY AND PROCEDURES MANUAL***

*HAYES BARTON BAPTIST CHURCH*

*FAMILY LIFE CENTER*

## ***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 intergenerational 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 age of 13 should be accompanied by an adult. This applies to all FLC spaces except the fitness room. See “Fitness Room” section page 8 for further information.
- 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 that is open to the congregation
  - Church member event that is closed to the congregation
  - Ministry, Non-profit or longtime partner organization with HBBC
  - Non-church member event

- Reservations should be made two months prior to the activity to ensure the activity receives the above prioritization. Schedules will be made by the FLC Council and FLC director according to the following:
  - January- Reservations and schedule is made for March/April
  - March - Reservations and schedule is made for May/June
  - May - Reservations and schedule is made for July/August
  - July - Reservations and schedule is made for September/October
  - September - Reservations and schedule is made for November/December
  - November - Reservations and schedule is made for January/February
- Reservations can be made inside of the two-month deadline but may not receive the above prioritization.
- Reservations and schedules for summer camps will be taken and considered in January for June-August.
- Cancellations should be made at least 72 hours prior to event.
- At the time a reservation is made a nonrefundable deposit equal to 10% of total rental fee will be collected.
- In the event of a cancellation this deposit will serve as a cancellation fee.
- Participants should remain in the 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 two adults must be present for all activities involving children and youth. All persons working or volunteering with minors for church programs must obtain a background check as well as undergo child protection training offered by HBBC.

## **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.
- Groups renting monthly/re-occurring basis will be invoiced at the end of the month by the FLC Director.
- 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.
- Nonrefundable deposit of 10% is collected when a reservation is made.

## **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.
- Loitering in the parking lot is not allowed.

### **Hours of Operation**

- The FLC is generally open as follows:  
8:30 a.m. – 8:30 p.m. Monday – Thursday  
8:30 a.m. – 2:30 p.m. Friday
- No activities will take place in the FLC during any Church service. This will include at least 30 minutes prior to the start of the service and at least 30 minutes after the end of the service. This includes Sunday service, weekday services, weddings, and funerals.
- 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.org](http://www.hbbc.org).
- A calendar of events will be posted and updated in the HBBC Happenings and on the HBBC website at [www.hbbc.org/flc](http://www.hbbc.org/flc).

## **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**

- All equipment should be used for its intended purpose.
- 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 in the Family Life Center Director's office.
- 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. The lost and found items will be put on a table in front of the FLC director's office every three months. Items that remain after one week, will be donated.

## **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.
- Full court pick-up games are allowed if all present are participating. Should a second party arrive not wishing to participate, full court game must be reduced to half or cross court.

### **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 should obtain a physical examination from their physicians prior to the use of any exercise equipment or attendance in any exercise class.
- Users are encouraged to participate in a fitness room orientation.
- Each user is asked to re-rack the weights and wipe down equipment after use.
- Fitness room orientation will be available upon request.
- Participants below the age of 16 must be supervised by a parent.
- Exceptions will be allowed for those ages 14-15 who complete a fitness room orientation provided by the FLC Director.
- No horse-play is allowed in fitness room.

### **Liability**

- All activities and participation will be at the risk of the participant.
- 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.



## **Inclement Weather Policy**

- In the event that the church is closed, we will share this information on our church website and WRAL. You may also get an email from our church letting you know of the closure. If the church is closed for inclement weather, it is the assumption that the FLC/gym is also closed. We understand that your group may want to meet but encourage you to consider the decision that has been made by the church staff. In the event that you would like to use the FLC when the church is closed, please contact Garrett Ferguson by email at [gferguson@hbbc.org](mailto:gferguson@hbbc.org) to make sure that it is available to be opened.

## **Emergency Procedures**

- Medical Emergencies

The FLC is equipped with an AED located beside the welcome center desk. Basic first aid supplies can be found in the fitness room in the gym and above the sink in the vending machine room. Also, a wheelchair and crutches can be found in the stairway in the FLC. In the event of a medical emergency, notify the FLC staff person at the Welcome Center Desk or the Family Life Center Director 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 incident report of each incident. Incident report forms are located behind the Welcome Center Desk in a yellow folder labeled "Incident Reports". Incident reports should be turned in to the FLC director or the church administrator.

- 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 beside the Welcome Center entrance.

### **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/or the FLC Council.