
FAMILY LIFE CENTER

POLICY & PROCEDURES MANUAL



Scotts Hill
BAPTIST CHURCH

POLICY & PROCEDURES

Scotts Hill Baptist Church
Family Life Center

WELCOME

Thank you for participating in the Family Life Center (FLC) at Scotts Hill Baptist Church (SHBC). 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.

VISION STATEMENT

Our vision is to Join God in His Work of Transforming Lives.

FLC OBJECTIVES

- Create a safe, welcoming environment for the membership and neighborhood.
- Plan and implement effective programs for recreation and fellowship.
- Involve the membership in intentional ministry and mission-based activities.
- Build and strengthen persons in their Christian walk and relationships.
- Support families and encourage inter-generational activities.

"And we all, with unveiled face, beholding the glory of the Lord, are being transformed into the same image from one degree of glory to another. For this comes from the Lord who is the Spirit."

2 Corinthians 3:18

PARTICIPATION

PARTICIPANTS

- Members of SHBC
- Staff of SHBC
- Guests of SHBC members
- Spectators for games and tournaments

PARTICIPATION POLICIES

- Unless attending a SHBC sponsored and supervised program participants below the 16 years of age should be accompanied by an adult
- Participants using gym and fitness facility must register at the Welcome Office 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 Associate Pastor of Administration and/or the Recreation Director may be eligible to use the facility, if such use does not conflict with regularly scheduled SHBC activities.
- The Recreation 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
 - SHBC sponsored recreation activity
 - Member request
 - Non-member request
- Reservations should be made a minimum of 2 weeks prior to the activity. Cancellations should be made within 72 hours.
- Participants should remain in the reserved area.
- Damages incurred while a group or individual has a reservation will be considered their financial responsibility.

FEES

- A fee schedule will be maintained by the Recreation Director
- Fees charged to groups outside SHBC for one time use will be collected prior to use.
- Registration for classes, leagues, and other structured programs may be required.
- All checks should be made payable to Scotts Hill Baptist Church unless otherwise stated.

RULES & REGULATIONS

ENTERING/EXITING FAMILY LIFE CENTER

- The primary entrance and exit for the FLC will be at the doors located outside of the Welcome Office. Rear and side 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 Office 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:
 - 5:00 P.M. - 9:00 P.M. Monday / Tuesday / Thursday
 - Closed Wednesdays
 - Reservations may be made after 2:00 P.M.
- Occasionally open hours may vary due to seasonal or special SHBC activities.
- FLC hours of operation and all changes in those hours will be available on the church website at www.scottshill.org/recreation.
- Calendar of events will be posted and updated on the website at www.scottshill.org/recreation.

DRESS

- Dress 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.
- 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.

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.
- All equipment is to be used in the appropriate manner.
- All walkways must remain free from obstruction.
- Willful violation of any policies or rules could lead to loss of eligibility to participate in FLC activities.
- The Family Life Center is operated by church staff. Participants are expected to follow their directions.

EQUIPMENT

- Equipment may be checked out at and returned to the Welcome Office.
- 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.
- Medicine balls allowed only in Fitness Room. Prohibited in Gym and FLC Rooms 1 & 2.

FOOD & DRINK

- Sealed water bottles may be used in the fitness areas or may be taken on the gym floor during league basketball games.

Participants are responsible for keeping all FLC areas clean.

PROHIBITED ITEMS

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

LOST & FOUND

- The lost and found box will be located at the Welcome Office.
- Participants are encouraged to put their name on all personal items.

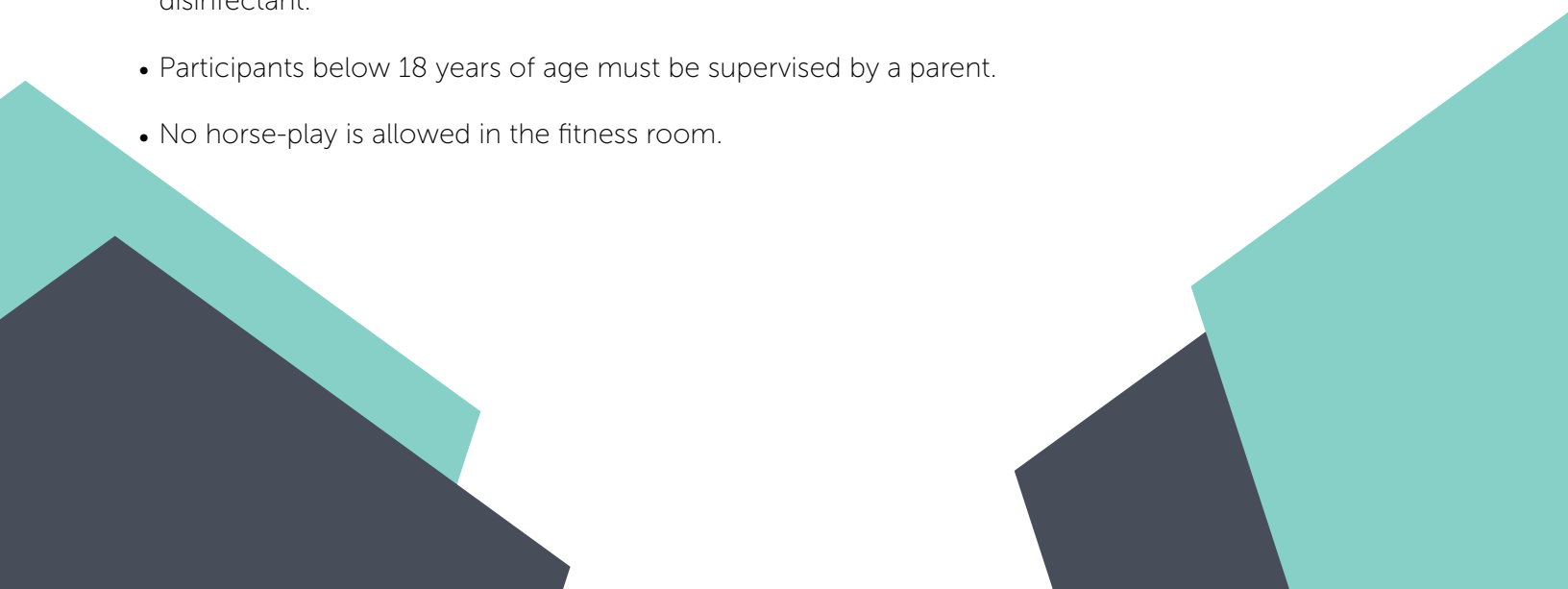
GYMNASIUM

- Participants must not hang from the basketball goals. Dunking is discouraged.
- Equipment will be set up and operated by authorized personnel only.
- SHBC programmed activity has priority over free play.

SHOWERS

- A shower is available for use by participants
- Participants must supply their own towel, toiletries, etc.
- Please help us make the most efficient use of water.

FITNESS ROOM

- Participants are urged to obtain a physical examination from their physician prior to use of any exercise equipment or attendance in any activity.
 - Each user is asked to strip the bars and re-rack the weights.
 - Each user is asked to wipe down the area and equipment after use with a supplied disinfectant.
 - Participants below 18 years of age must be supervised by a parent.
 - No horse-play is allowed in the fitness room.
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LIABILITY

- All activities and participation will be at the risk of the participant.
- As specifically provided in the waiver form, Scotts Hill Baptist Church does not assume liability or responsibility for any participant; nor does Scotts Hill Baptist Church make any express or implied warranty of the suitability for any purpose of the premises, the equipment, machinery, fixtures, or furniture.
- Scotts Hill 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 Office immediately. The staff will call 911 when appropriate. The FLC staff will take a written medical emergency report of each incident.

OTHER

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 Office.

INTERPRETATION OF POLICIES & PROCEDURES

- Ministerial Staff and the Recreation Director will be responsible for interpretation and enforcement of the policies and procedures.
 - Policies and procedures will be revised by the Associate Pastor of Administration and/or Recreation Director.
 - Any situation not specifically covered in this list of policies will be acted upon at the discretion of the staff and Recreation Director.
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