

Christian Life Center Policies and Procedures

Covenant United Methodist Church

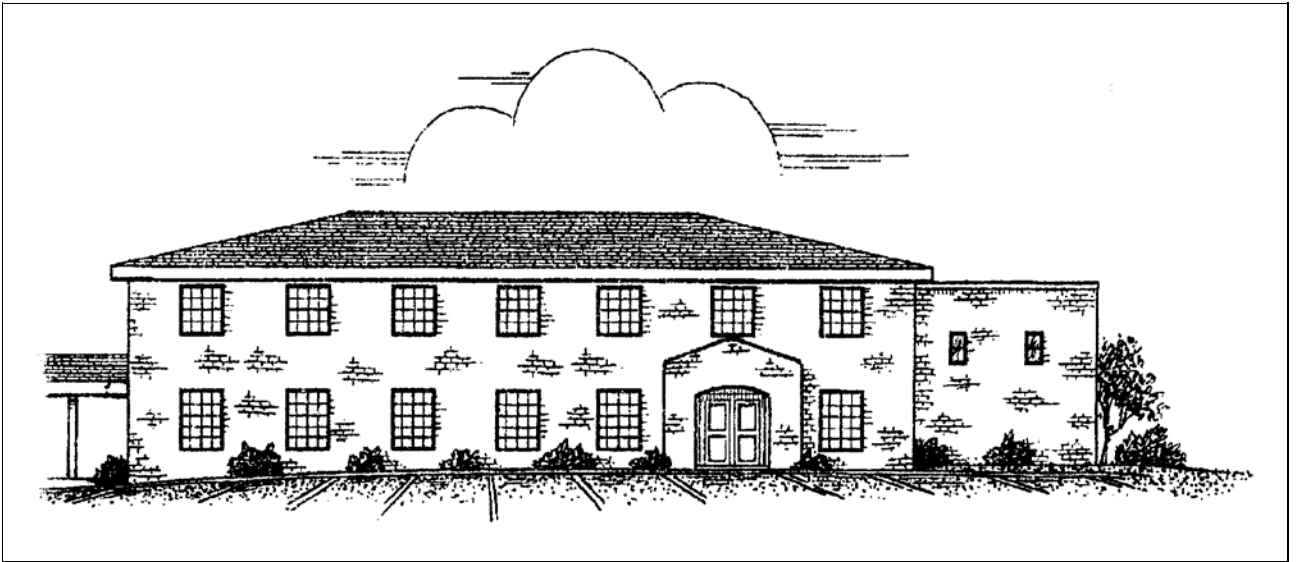
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Introduction

The Christian Life Center (CLC) exists only because of the generous tithes and offerings contributed by members and friends of Covenant United Methodist Church. We are committed to being effective stewards of the facility and its furnishings so that our generation and generations to come can continue to benefit from the significant investment that has been made. The policies and procedures that we have developed are designed to promote effective stewardship of our beautiful, well-equipped facility and to ensure a smooth and effective operation that appropriately reflects the stated purpose of the facility.

From Our Pastor

The opening of our new Christian Life Center offers to us a new opportunity to undergird and strengthen the total mission and ministry of our church. This facility and its program are the product of many people working together over the years. It is to be a catalyst in outreach and worship, a tool in teaching, an avenue to abundant life, an environment for fellowship, and a channel of reaching people for Christ.

As you read this manual, you will see that we are interested in not only a place of recreation, but also a center of spiritual growth and physical fitness. To this end we have built.

Read this manual carefully. Apply it to you and your family. Then catch the spirit and purpose of Christian recreation and be a part of this exciting ministry.

Hays McKay
Senior Minister

From the Congregation

We ask that each member of the congregation read these policies, become familiar with the operating procedures, and help to ensure that they are followed. We also ask that you bring to the attention of the staff of Covenant any suggestions you may have for strengthening the ministries and management of the Christian Life Center.

These guidelines were designed to help our members and their guests use our Center with maximum safety and a minimum of confusion and chaos. The guidelines have been studied, discussed, and approved by our Trustees. While the staff may make minor changes from time to time, our Trustees will review these guidelines as needed. Our Staff has been trained to use these guidelines in operating our Center. They have been instructed to follow them as closely as possible. Please feel free to let us know how we can serve you so any problem or potential problem can be averted.

**Policies and Procedures - Christian Life Center
Covenant United Methodist Church**

Table of Contents

I.	Purpose	Page 4
II.	Eligibility	Page 4
	A. Members	
	B. Guests	
	C. Visitors	Page 5
III.	Fees paid by members and nonmembers	Page 5
	A. Fees	
	B. Guests	
	C. Building use fees	Page 6
IV.	Reservations	Page 6
	A. Church functions	
	B. Non-church functions	
V.	General Rules	Page 7
	A. Entering and exiting	
	B. Hours of Operation	
	C. Dress and Behavior	
	D. Discipline	Page 8
	E. Prohibited Items and Activities	
	F. Liability	
	G. Lost and Found	
VI.	Rules for Specific Areas	Page 9
	A. Welcome Center	
	B. Large Multipurpose Room	
	C. Classrooms	
	D. Game Room	
	E. Changing Rooms	
	F. Fitness Room	Page 10
	G. Walking Track	
	H. Storage Areas	
	I. Snack Area	
VII.	Interpretation of Policies and Procedures	Page 10

Policies and Procedures – Christian Life Center Covenant United Methodist Church

I. PURPOSE

The purpose of the Christian Life Center is to provide religious, recreational, and social activities that will reach people for Jesus Christ and enable the church to more fully realize its mission: to reach people for Christ, equip people to live for Christ and send people out to serve the community and world.

The purpose of the Christian Life Center is

- * to reach and develop people for the glory of God.
- * to supplement, strengthen, and complement the organizations of the church.
- * to provide a program for the continued development of people of all ages.
- * to provide quality leisure-time activities for all ages in a Christian setting.
- * to provide a means for all members to participate in activities that will provide social, physical and spiritual growth.

II. ELIGIBILITY

A. Eligibility and Requirements for Participation by Church Members

All members of Covenant United Methodist Church and its sponsored organizations are eligible to participate.

- Children age 12 and below are to be accompanied by an adult to participate. The Director of Recreational Ministries may grant exceptions for those who are a part of a church-sponsored function for this age group where adult supervisors from the church are present.
- Each member must abide by the CLC Policies and Procedures adopted by the CLC and approved by the Board of Trustees. Those who fail to comply will be asked to leave.

B. Eligibility and Requirements for Participation by Guests

- Guests must come with an eligible church member. Each eligible church member is allowed a maximum of 3 guests unless the Director of Recreational Ministries approves an exception.
- All guest(s) must pay a guest fee of \$1.00 for each visit to the facility.
- The guest(s) may leave without the member, but if the member leaves, the guest(s) must leave also.
- The host member is responsible for the conduct of each of his/her guest(s).
- Guest(s) must complete a Guest Card and sign in on the guest form.

C. Visitors

Visitors are defined as individuals who are with outside groups, or un-churched individuals who are looking for a church home. Visitors will not be required to pay the \$1.00 guest fee.

Visitors, such as spectators with outside groups who may be participating in scheduled activities in the CLC, will be required to stay in the particular area where their group is participating and are not allowed free access to the entire CLC. People of such groups will not be furnished name tags but will be asked to sign a "Visitor's Register," supplying the visitor's name, the sponsor's name, the name of the group, number in group, and the sponsor's phone number.

Visitors who come to the CLC possibly looking for a church home will be handled with special provisions.

- (1) If they just want to look around, they will sign the visitor's register and be given a tour of the building by a volunteer.
- (2) If they would like to use the CLC, but they do not have a member to sponsor them, they may sign-in as a "guest" of the volunteer or staff (see Walk-In).
- (3) Some visitors may come as guests of the ministerial staff. They will sign in on the guest roll as staff guest.

Walk—In Visitors

People who wander into the CLC are designated as "walk-ins." There will be all kinds of legitimate prospects, those just looking around, and others.

The volunteers will be trained on how to deal with walk-ins, but basically they will be allowed to enter as a "guest" of the volunteer up to a maximum of five visits per year. If the visitor intends to continue utilizing the CLC after the five visits they must pay the non-member fee listed below.

III. FEES PAID BY MEMBERS AND NON-MEMBERS FOR NON-CHURCH FUNCTIONS

A. Fees

- Minimal fees will be charged for some activities and are intended to offset costs of that particular activity and the operation of CLC.
- Fees will be collected at the time a member signs up or begins participation in an activity. CLC staff is not authorized to charge items or delay collection of fees.
- An annual non-refundable fee of \$40 will be collected at the time a member signs up or begins participation in the CLC. The monies produced by these fees will be used to maintain the facility, the equipment, and the staff in the CLC. Members joining the CLC during the year will have the fee prorated by quarter. One access card will be issued for entrance to the building "after hours" per membership. A family membership may request a second access card for a \$10 fee. A fee of \$10 will be charged for replacement of the access card.
- Persons not members of Covenant will be charged a non-refundable yearly fee of \$150.

B. Guests

Guests are defined as individuals who are not enrolled in the CLC but are hosted by a CLC member. They may be friends from other churches or relatives from out of town. All guests will be charged a \$1.00 guest fee upon entering the building. This fee may be paid by the individual guest or by the sponsoring member. Guests that are underage (5th grade and below) do not have to pay the \$1.00 guest fee. They must, however, be accompanied by their responsible adult at all times.

Adult CLC members (members who are 9th grade and above) are allowed to bring up to three (3) guests without prior arrangements with the CLC staff. Youth members (those in 6th—8th grades) may bring one (1) guest without prior arrangements with the CLC staff.

C. Building use fees

No food or drinks are authorized in any area of the CLC except the snack area.

The stage area is off limits except for authorized personnel.

The gymnasium area and meeting rooms will normally not require a fee for church activities by Covenant members.

Non-church activities by church members are as follows:

Gymnasium area.....\$150

Gymnasium area with a closed track.....\$250

Meeting rooms.....No Charge

Non-church activities by non-members

Gymnasium area.....\$250

Gymnasium area with a closed track.....\$350

Meeting rooms.....No Charge

Custodial Fee* (for events held nights/weekends).....\$150

The stage area is not included in the activity fee.

Any unusual arrangement of furniture or preparation by church staff will be done for a fee of \$25 per man-hour.

*Custodial Fees include set-up and take down of furnishings and equipment, opening & closing of facility and clean up. For events that begin **and** end during regularly scheduled hours, an hourly fee of \$25.00 is charged for each hour the custodial staff has to work beyond regularly scheduled hours.

Social service organizations and support groups will only have to pay for extra custodial costs and these costs may be waived if the group's presence does not result in any additional custodial work, special set-ups or rearranging of furniture.

IV. RESERVATIONS

A. Church functions:

Scheduling the use of any CLC facility is done through the Director of Recreational Ministries with particular attention given to the church calendar as maintained by the main office. A specific church member shall be designated for each event. This individual will be responsible for communicating CLC policy for the particular activity and will also responsible for returning any keys. The member in charge should be responsible for proper care of the facility, including locking doors, turning off lights, air conditioning, and/or heating. Reservations should be made as early as possible.

B. Non-church functions:

A request for use of CLC should be submitted to the Director of Recreational Ministries forty-five (45) days prior to the date the facility is needed.

Special attention will be given to the request as it relates to the overall mission of the church.

All groups must have adequate supervision and one adult must be designated as the leader in charge. The proper ratio of adults to children must be maintained as follows:

	<u>Adults</u>		<u>Children</u>
• Grades K-3	1	to	5
• Grades 4-6	1	to	8
• Grades 7-8	1	to	10
• Grades 9-12	1	to	15

- Groups making reservations will be responsible for their own programs.
- Groups using the CLC are responsible for cleaning the areas they use.

V. GENERAL RULES

A. Entering and Exiting

- Only the main doors opening to the parking lot are to be used for entering and exiting.
- When entering the CLC to use the facility, always check in at the Welcome Center, located on the first floor.
- Participants are asked to remain in the CLC. Loitering in the parking lot is not allowed.

B. CLC Hours of Operation

- Monday – Thursday 5:30am to 8pm.
- Friday 5:30am to 5pm.
- Saturday 5:30am to 12pm.
- Sunday 2pm to 5pm.
- Because of the many seasonal activities and the wide variety of events, the CLC hours of operation may vary.
- The CLC will be closed to all activities during Sunday school and all Worship services.
- Since the CLC is a support ministry of CUMC, the CLC schedule will not conflict with the CUMC schedule.

C. Dress and Behavior

- The CLC is consecrated to the glory of God. Each person involved should “In all your ways acknowledge Him.” Proverbs 3:6
- The CLC is a ministry of CUMC. In the interest of leading others to Christ, the speech, dress, and conduct of all CLC members, guests, and visitors will be in accordance with the highest Christian standards.
- Appropriate clothing must be worn at all times.
 - No short-shorts.
 - No spandex shorts without covering.
 - No halter or open back shirts.
 - Shorts must be fingertip in length (arms down by side), loose, and modest
 - Shirts must be worn at all times.
 - Any print on clothing must be fitting for a Christian environment.
 - No alcohol or tobacco advertisement on clothing.
 - No hard rock music advertisement on clothing.
 - No foul language on clothing.
 - The staff person on duty will be the one that determines if the clothing is acceptable.
 - Participants must wear appropriate shoes to play on the gym floor.
- Speech that does not glorify God and any other inappropriate conduct is not permitted.
- No horseplay or sitting on equipment and furnishings (other than chairs) is permitted.
- Trained volunteer staff operates the CLC. They have the right to say “NO” or “STOP.” All participants are expected to follow their directions.
- No pets will be allowed in the CLC.
- Only authorized personnel are permitted to handle sound and lighting equipment.
- The stage area is off limits except for authorized personnel.

D. Discipline

- Willful violation of any policies or procedures could lead to loss of eligibility to participate in the CLC.
- 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.
A major infraction will result in a written report being turned in to the Director of Recreational Ministries and the Board of Trustees.
- The Director of Recreational Ministries and the Board of Trustees will deal with serious discipline problems.

E. Prohibited Items and Activities

Children under the age of 12 must be accompanied by an adult. They must not be left unattended in any part of the CLC.

These items are not allowed in or on the property of the CLC:

- Tobacco in any form.
- Anything considered a weapon.
- Any alcohol.
- Non-alcoholic beer.
- Controlled substances.
- Pets.
- Food, drink, gum (except in designated vending area).
- Anything that detracts from the Christian atmosphere.
- The parking lot is not to be used as a playground.
- No tacks, nails, pins, screws, or tape that permanently defaces the furniture or walls may be used to secure any decorations.
- No tape may be used on raised platform or carpet in gym area.
- No climbing, sitting, or leaning over the rail around the track is permitted.
- Touching speakers, sound or lighting equipment is prohibited.
- Absolutely nothing will be thrown from the track to the gym floor.

F. Liability

- The use of the CLC facilities and all equipment will be at the risk of the participants.
- The CUMC does not assume liability or responsibility for any participant or any non-participant.
- The CUMC does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures, or furniture.
- Notice of this fact will be provided to participants, guests, and visitors.
- By signing the release form, you are releasing Covenant United Methodist Church of any charges or liability.

G. Lost and Found

- The lost and found box is located in the Control Center. Lost items will be returned to the owner when requested and properly identified.
- Participants are encouraged to put their names on all personal items.
- Items not claimed after 30 days will be given to charity.

VI. RULES FOR SPECIFIC AREAS

A. Welcome Center

- The Welcome Center is our welcome and information area. If you have any questions concerning the facility, programs of the Church, or how a particular game is played, you can find the answer here.
- Upon entering the CLC, everyone must check in at the Welcome Center.
- Only staff and volunteer workers are allowed in the Welcome Center.
- All games and recreation equipment are issued from and must be returned to the Welcome Center.
- All activities within the CLC are monitored from the Welcome Center by the staff.

B. Large Multipurpose Room

- Please refer to the General Rules section on Dress and Behavior.
- Absolutely nothing may be thrown from the floor to the jogging track above. Violation of this rule could result in dismissal from the CLC.
- Only CLC staff may adjust the height of the side goals.
- Dunking and hanging on basketball rims are not allowed.
- No personal basketballs, volleyballs, etc., may be brought into the multipurpose room.
- Gym equipment: such as portable goals, volleyball and badminton standards, and score clocks, etc., will be set up and operated by CLC personnel only.
- Only CUMC teams will be scheduled for practice in the CLC unless approved by the Director of Recreational Ministries.
- Programmed activity has priority over free play.

C. Classrooms

- Must be reserved (See reservations policies).

D. Game Room

- It is strongly recommended that all participants consult a physician before participating in any strenuous activity.
- Please refer to the General Rules section on Dress and Behavior.
- Every game has proper rules, and players are expected to respect these.
- Members or guests must use their I.D. cards to check out game room equipment at the Control Center during regular operating hours. Equipment is to be returned to the Control Center when you have finished using it.
- Tables are placed so that each game can be played without interfering with others. Do not move, rearrange, or sit on tables.
- No game room equipment is to be taken out of the game room area unless it is being checked in.

E. Changing Rooms

- These areas are designed for use in connection with gym and exercise use only.
- For safety reasons, a responsible adult must closely supervise all underage children while in this area.
- Do not leave wet or soiled clothes or towels in the changing rooms.
- **DO NOT LEAVE VALUABLES UNSECURE.**

F. Fitness Room

- It is strongly recommended that all participants consult a physician before participating in any strenuous activity.

- Please refer to the General Rules section on Dress and Behavior.
- Because this is a highly specialized area, all users must participate in a Fitness Room Orientation.
- Participants must be 15 years old or older. 13 and 14 year olds may participate if accompanied by a parent or a pre-approved adult sponsor.
- No horseplay is allowed in the fitness room.
- Participants must wipe off and turn off all equipment, and return dumbbells and other equipment to their proper places before leaving.
- Do not bang weights or dumbbells together. Do not let the machine weights crash down; ease them back in place. Do not drop dumbbells on the floor - set them down gently.

G. Walking Track

- It is strongly recommended that all participants see a physician before participating in any strenuous activity.
- Climbing, sitting, or leaning over the rail around the track is prohibited.
- Touching speakers, sound, or lighting equipment is prohibited.
- Touching or leaning against the windows is prohibited.
- Basketballs, volleyballs, or any other type of athletic equipment are not allowed on the track. Anyone shooting at the baskets from the track will be subject to dismissal from the CLC.
- Absolutely nothing may be thrown from the track to the gym floor. Anyone violating this rule will be subject to dismissal from the CLC.
- All walking, running, and jogging is to be done in one direction (follow signs). No racing is allowed.

H. Storage Areas

- These areas serve the entire CLC. Proper usage is required for each.
- Only authorized personnel are allowed in the storage areas.
- Nothing may be placed in the storage areas without permission from the Director of Recreational Ministries.
- Anything taken from the storage area must be returned just as it was found.

I. Snack Area

- All food or drinks in the CLC will be restricted to the Snack Area.
(This area is a tile floor that will be safe from spills or other accidents.)
- No food or drinks will be allowed in the Gymnasium or the Fitness Room.

VII. INTERPRETATION OF POLICIES AND PROCEDURES

- The Director of Recreational Ministries, church staff, and volunteers working in the CLC will be responsible for the interpretation and the enforcement of all rules.
- The Board of Trustees will review policies and procedures periodically. Changes and additions will be made as needed.