

# Family Life Center Policies

## Purpose

The Family Life Center of Enon Baptist Church is a space dedicated to our members and their guests where community is created, the Christian faith is taught, and disciples are made. The core of its activities will be:

1. Fellowship and Ministry for children, youth and adults.
2. Re-creating our spirits in the image of God through recreation, exercise and the pursuit of healthy habits.
3. Worship
4. Leisure-time Programming

## Participation

Participation in day-to-day recreation events, including use of basketball court, games, equipment, requires membership of Enon Baptist Church or in the company of an approved member. Participation in any recreation program is open to the community at large.

## Participants

The FLC will be open to all age groups; children through senior adults. Children fifth grade and below must be accompanied by an adult (18 and older) when in the facility and remain in the visual supervision of that adult. Records of minors should include but not be limited to the following

- In case of Emergency contact information
- A medical information form for persons with special needs or with illnesses such as diabetes, asthma, etc.

Participants' records will be updated annually and kept on file in the church.

## FLC Council:

1. This group shall consist of at least five (5) members and no more than nine (9).
2. The church secretary shall be an ex officio member of the council
3. The FLC council will be in charge of maintaining a calendar of events for the FLC and to make reservations upon request for persons or groups not affiliated with the church and do so within the guidelines of this policy.

4. They shall meet monthly or as often as needed to fulfill their task.
5. Once prepared, the calendar shall be posted in a conspicuous place with in the FLC and the church office.

### **Hours of Operation**

1. The Family Life Center hours of operation will be established by the church through the FLC Council. Hours of operation will be contingent upon the availability of an approved church member(s) to be present. At no time will the FLC be open for activities unless a member approved by the FLC council or church approved leadership/supervision is present. The length of time the center will be open for recreational activities will be determined by the person(s) in charge.
2. When possible, the FLC hours of operation will be posted at the main entrance of the FLC, on the church's website, bulletin, and or newsletter. Hours are subject to change without notice.
3. The FLC hours of operation may vary depending upon many seasonal activities and a variety of special events. Changes to regular posted hours of operation will be communicated through church publications.

### **Dress, Behavior and Discipline Statement**

The Family Life Center is a support ministry of Enon Baptist Church. In the interest of influencing others to follow after the example of Christ, the speech, as well as music with ungodly lyric content, dress and conduct of the Family Life Center participants, guests and visitors will be in accordance with the highest Christian standards.

Examples of the dress code prohibited shall include but not be limited to, gang apparel, shirts with inappropriate language or pictures, pants worn below one's waist line. Also, proper court shoes must be worn while engaged in sporting activities. Those with dress in question will be asked to change clothing, shoes, etc. or accept replacement clothing.

Users of the facility will conduct themselves in a Christian manner at all times. No abusive or rude language or actions will be tolerated. Shirts and shoes must be worn at all times.

**Dancing**

Non-Church members: Dancing will not be permitted in the Family Life Center when rented to non-church members.

Church members: Dancing will not be allowed except for the following:

1. Traditional parents dance with their child during the wedding reception and the couple's first dance.
2. Children's dances, plays, and dramas that coincide with Vacation Bible School, Sunday School, or other spiritual curriculum.
3. Dancing is acceptable with the following guidelines: A list of songs including lyrics and style of music must be submitted and approved by the Family Life Center Activities Committee. A church member must be designated and responsible for all activities e.g. monitor for appropriate dance, insure lighting is not turned off or dimmed, etc. throughout the time reserved for birthday parties and weddings.

At any time dancing becomes a problem and encourages disharmony within this fellowship, the church family will address this issue immediately.

**Items Prohibited**

These items are not allowed inside the FLC, no exceptions:

1. Tobacco in any form
2. Any item or object to be used as a weapon of offense or defense is prohibited
3. Any alcoholic beverages or controlled substances.
4. Animals (except "Seeing Eye" dogs or other guide animals), gum or anything that would harm the property.
5. Wearing apparel with advertisements for alcohol, or any other words or images not in keeping with Christian principles is prohibited.
6. Pictures or decorations that would depict evil or demonic content such as used for Halloween.
7. Helium balloons: NOTE: Helium balloons can cause extensive damage to the mechanical and lighting system of the church if allowed to fly to the ceiling.

8. Food and drinks are not allowed in the gym during recreation. Plastic water bottles with tight lids are approved for side line usage only.

Designated areas will be clearly marked for food and drinks e.g. when dinners, lunches, etc. are scheduled.

### **Discipline Schedule**

1. The FLC Council and/or Deacons will administer the discipline and suspension policy.
  - First infraction – Verbal warning, explanation of rules and/or suspension
  - Second infraction – Reminder, notification of parents (high school age or below) or written warning for adults and/or suspension
  - Third infraction – Notification of parents (high school age or below) and suspension of rights and privileges
2. Willful violation of any laws or rules will result in suspension of usage rights to the Family Life Center. Serious offenders may be suspended at the discretion of the FLC Council and/or Deacons. The Family Life Center staff reserves the right to call the proper authorities if necessary.

### **Reservations Groups**

Groups may apply to reserve the Family Life Center by contacting the Church office. Use of the Family Life Center facilities shall be restricted to church sponsored groups and those groups whose mission is consistent with the ideals and mission of Enon Baptist Church.

1. Reservations for all events including those not directly sponsored by the church, should be made no less than 30 days in advance. Reservations for dates exceeding 90 days will not be honored, unless otherwise agreed upon by the FLC council e.g. for weddings, reunions, etc.
2. Church wide sponsored events will take precedence when it comes to scheduling. Since the FLC is a support ministry of Enon Baptist Church, the FLC council may not schedule any event that will conflict with church wide or church sponsored events.
3. Church wide or sponsored events may be scheduled directly through the church office and the church secretary, but should follow the same protocol as listed above.

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4. The church secretary shall receive request for reservations for non affiliated groups or persons, and make those request available to the FLC Council for a decision as soon as possible, preferably within 7 days.
5. If the request can be honored for non affiliated church members or groups, the church secretary shall contact those making the request with instructions and policies for use, amounts set for a deposit and fees. If the date cannot be honored, the church secretary shall inform those making the request of that decision and of other dates that might be open.
6. Outside groups/entertainers are only permitted in the FLC for birthday parties and private rentals with prior knowledge and approval by the FLC Council.

All under age groups must have adequate adult supervision. There must be a minimum of two adults at every event for children. The ratio of adults to children must be maintained as follows:

1. Below kindergarten = 1:3
2. Kindergarten to grade 3 = 1:5
3. Grade 4 to grade 6 = 1:8
4. Grade 7 to grade 8 = 1:10
5. Grade 9 to grade 12 = 1:15

Policies for use of the FLC shall be the same as those for the rest of the church facilities. These include the following:

1. Groups are asked to confine their activities to the requested areas.
2. All groups to whom authorization for facility usage is given will be required to sign a waiver of responsibility. (refer to Enon Baptist Church Liability Release form).
3. Overnight stays require advance notification and will be limited to Enon Baptist church groups or sponsored groups
4. No food and drink will be served unless permission is explicitly granted.
5. A complete list of fees is available at the church office.

### **Kitchen Policies**

1. Non-member groups will not be allowed to use the cooking appliances. Church groups must have at least one person present who is trained by the church Kitchen Committee in the proper use of cooking and cleaning of equipment. Groups should pick up a policy checklist prior to using the kitchen.

2. No one under the age of 18 may use the kitchen cooking appliance.
3. No items should be stored in the FLC kitchen except kitchen equipment and food items. Cabinets will be assigned to the youth and the children's council as requested.
4. Groups using the refrigerator should not leave food items for an extended period of time. Non-member groups should not leave any food in the refrigerator after use of the FLC. All items remaining in the refrigerator should be in plastic containers and labeled with groups name and the date stored. All unmarked and outdated items will be disposed of.
5. Kitchen equipment and utensils should not be removed from the FLC building, unless approved by the kitchen committee.
6. Designated tables and chairs should not be removed from the FLC building.
7. When outside catering vendors are used, a member of the group that has reserved the kitchen must be present to supervise and receive catering orders.
8. Ice scoop for the icemaker should be stored outside of the ice bin in designated holder. For sanitary reasons only the scoop should be used when getting ice.
9. Oven chemicals or cleaning solutions should not be stored in food storage areas. With the exception of dish soap, all other chemicals should be stored in upper cabinets or as designated by the Kitchen Committee.
10. The kitchen is to be cleaned after each use. The checklist below must be completed by each group using the kitchen:
  - User shall wash, dry, and put away all dishes, drink containers, and utensils. If dishwasher is used, it must be unloaded before leaving.
  - User shall clean sink when finished.
  - User shall clean any counter, stove, oven, grill, or other surfaces used.
  - User shall return all items to proper place.
  - User shall not use food or supplies belonging to another group unless authorized to do so.
  - User shall bag & tie garbage and dispose at dumpster
  - Floors should be swept and mopped, no crumbs should be left on the floors.

### **FLC Gymnasium Policies**

1. Only FLC Sponsored Teams may use the facilities for Practice.

2. Appropriate rubber-soled shoes are required on the gym floor during recreational play.
3. No food or drink is allowed, with the exception of closed container water bottles.
4. Skating and skateboarding are prohibited in the building at all times.
5. Hanging or climbing on the basketball rims, supports and nets is prohibited.
6. Please clean the area before leaving. This includes blotting up perspiration that has dripped onto the floor.
7. Kicking basketballs or volleyballs is prohibited.
8. Shoe soles must be clean before entering the gymnasium.

### **Equipment Checkout**

1. Only members of Enon Baptist Church may check out equipment using the procedures approved by the FLC Council.
2. Individuals will be responsible for equipment checked out to them or their guests. Equipment lost or damaged by misuse must be replaced by the person responsible.
3. Members and guests of the FLC may bring personal (own) equipment at the discretion of the FLC Council or supervisor in charge. As with any equipment, individuals must be responsible for the safety and use of their own equipment. Enon Baptist Church will not be responsible for damage to property or persons resulting from equipment brought from outside the premises.
4. League play and other large, organized groups must furnish their own equipment unless prior arrangements and provisions have been made with the FLC Council or responsible supervisor. League equipment must be approved by FLC Council or responsible supervisor.

### **Liability**

Use of the facility and all equipment will be at the risk of the participants. Enon Baptist Church does not make any express or implied warranties of the FLC premises, equipment, machinery, fixtures or furniture. (liability release form is to be completed)

### **Fees**

1. It is the general policy that fees will be assessed for the purpose of deferring costs over and above the general facility operating budget. Fees are also the means, by which a person(s)

- designated by the church will clean, remove trash, replace church furnishings in the manner in which they were originally found. In addition, fees are viewed as a way to instill a sense of ownership that will go to preventing abuse and destruction of equipment and the facility.
2. Fees and deposits will be established by the Finance Committee with approval of the church.
  3. A complete fee and deposit schedule will be kept updated and available at the Church office.
  4. Examples of fees or deposits that may be required (not limited to):
    - Outside groups, league play, etc.
    - Wedding receptions, family reunions, anniversaries, etc.
    - Classes requiring special instruction, equipment or extraordinary use of the facility.
    - All deposits will be refunded but only after an inspection of premises has been made and its determined that facilities have been left in satisfactory condition.
    - Refunding of fees will be at the discretion of the FLC council and Finance Committee.

## **Emergencies**

There may be a time when the FLC facilities are needed for emergency housing following a local disaster. This building may be desirable for use as a shelter because of the space available, as well as kitchen facilities. An emergency, for purposes of this policy, is defined as a situation in which members of the community are rendered temporarily homeless due to accident, fire, severe weather, or other disaster, which renders their place of residence uninhabitable. Upon declaration of an emergency by the senior minister or his designated representative, use of the FLC is authorized as a temporary shelter for families rendered temporarily homeless as a result of such emergency. The FLC Council will coordinate with the American Red Cross and Salvation Army, as appropriate, to provide food and other needs of affected families. NC Baptist Men is also available to assist with disaster policies and related training. The number of people / families to be accommodated and the length of their stay in the FLC will be determined by the Church staff based on the extent of the emergency and availability of other arrangements. It is understood that some normal FLC activities may have to be cancelled during these emergencies.