

Policies and Procedures Shades Mountain Baptist Church Community Life Center

CLC MISSION/PURPOSE

- The Community Life Ministry at SMBC exists to use camps, recreational activities and sports to glorify God, to reach people with His truth and love, and to equip believers to become fully devoted followers of Jesus Christ.
 - We offer a variety of gospel-focused childcare programs that provide a fun, safe environment for children while offering peace of mind for working parents.
 - We offer special events and access to facilities to minister to members and guests.
 - We offer basketball programs that provide recreational opportunities for youth and outreach opportunities to adults in our community.

PARTICIPATION

- Participation in the Community Life Center (CLC) is open to current church and Sunday School members and up to two guests per member.
- All participants must sign in at the front desk and are subject to having their identification and membership verified by front desk staff at any time.
- Members must be 13 years old or older to be at the CLC without a parent unless they are registered for a specific program or activity. Everyone under the age of 13 must be accompanied by a responsible adult while in the building. (Note: Throughout this list of policies and procedures, many references are made to “responsible adults”. These are individuals are 16 years and older.)
- Participation in specific programs such as Businessmen’s Basketball and Creative Memories is limited to the scheduled sessions for those ministries. Participants are expected to follow the guidelines set forth in this document.
- Each participant over the age of 55 must submit a Medical Release Form signed by a physician stating that you are cleared to participate in our programs and fit to use exercise equipment. It is also required that you complete a new form every two years in order to ensure your continued participation in the program.
- If a parent or guardian leaves an appropriate-aged child (13 years or older) at the CLC unattended, the parent MUST have membership information, including emergency numbers and insurance information on file at the CLC.
- If a child wishes to bring a non-member guest, the guest must also have an emergency information form filled out by an adult before they are allowed to remain at the CLC.
- Appropriate-aged children may be left unattended for a maximum of 3 hours.
- Eligibility to participate in CLC programs will depend on the individual’s willingness to abide by all policies and procedures.

GUESTS

- Church members are encouraged to bring guests for the purpose of outreach.
- Shades Mountain Baptist Church members may bring up to two guests each.
- The church member who brings a guest is expected to accompany the guest during games or activities.

CLC HOURS

- October through May, the CLC is generally open Monday-Friday from 8:00 a.m. – 9:00 p.m.
- June through September, the CLC is generally open Monday-Friday from 7:00 a.m. – 8:00 p.m.
- The CLC is closed on Saturday and Sunday.
- The CLC hours of operation will be posted at the CLC, on the church website and communicated through church publications.
- Due to seasonal activities and the variety of events, the CLC hours of operation may vary.
- The CLC will close prior to regularly-scheduled church-wide meetings and will remain closed during these events.
- The CLC may not be used without CLC personnel present. See reservation guidelines for additional information.
- The CLC is closed on major holidays, in accordance with church office closings and other occasions as publicized.

INTERPRETATION OF POLICIES, PROCEDURES, REGULATIONS AND RULES

- The Community Life Ministry Staff will be responsible for interpretation and enforcement of all rules.
- Policies and procedures are reviewed periodically by the Community Life Ministry Staff and may be augmented or altered.
- Any situation not specifically covered in this list of policies will be acted upon at the discretion of the Community Life Ministry Staff.
- Decisions made by the Community Life Ministry Staff are final.

COMMUNITY LIFE MINISTRY STAFF OFFICES

- Regular office hours are 8:00 am – 5:00 pm. Monday through Friday.

ENTERING AND EXITING

- There are multiple outside doors to the CLC. Entrance will be through the main doors on the west side of the CLC.
- Each person entering the CLC is responsible for signing in at the front desk.
- Participants are asked to remain in the CLC. Loitering in the parking lot is not allowed.

DRESS AND BEHAVIOR

- The Community Life Center is a place where actions and activities are intended to glorify God.
- This facility is provided as a ministry of Shades Mountain Baptist Church. In the interest of influencing others for Jesus Christ, the speech, dress, and conduct of all CLC members and guests will be in accordance with the highest Christian standards.
- Profanity will not be tolerated.
- Shirt and shoes along with other appropriate apparel must be worn at all times. Clothes with slogans or words of advertising not compatible with Christian principles are not allowed.
- Some designated areas in the CLC have specific dress codes. Please refer to the appropriate sections in this list of policies and procedures for details.

- Exercise classes, weight areas and cardio fitness room participants must wear some sort of cover-up spandex type apparel.
- Proper footwear (including closed-toe shoes) is required for participation in exercise classes, including shoes worn in the cardio and weight area.

DISCIPLINE

- Willful violation of any policy, rule or regulation could lead to loss of eligibility to participate.
- The CLC is operated by a trained staff. They are employed to supervise the safety and well being of participants and to monitor the building. They have the authority to say “no” or “stop.” Participants are expected to follow their directions.
- Infractions will be handled as follows:
 - First infraction: Warning, explanation of rules, and/or suspension.
 - Second infraction: Reminder, notification of parents (high school age and under) and/or suspension.
 - Third infraction: Parent conference (high school age and under), and/or suspension.
- Written reports of major infractions will be turned in to the Director of Recreation Ministries.
- The Community Life Ministry Staff will deal with serious discipline problems immediately.
- The Community Life Ministry Staff has the right to ask anyone to leave for any reason.

ITEMS PROHIBITED

- The following items are not allowed in or on the property of the CLC:
 - Tobacco
 - Weapons of any kind
 - Alcoholic beverages
 - Controlled substances
 - Pets
 - Gum
 - Any item that is deemed to detract from the Christian atmosphere.
- Food and drink are allowed in approved areas. (Mezzanine level, CLC Dining Room and CLC Craft Room).
- Water in closed containers is allowed on the fitness deck and in the gym.

RESERVATIONS

Shades Mountain Baptist Church Groups

- Shades Mountain Baptist Church ministry departments may request to reserve specific areas of the CLC. All requests must receive final approval from Community Life Ministry Staff.
- Reservations are to be requested through the support staff of the affiliated ministry. (i.e. a student group wishing to reserve the CLC would submit their request to the Student Ministry Assistant who then follows SMBC procedures to request the facility).
- Advance notice is needed for event requests that will take place outside of normal operating hours.
- A nominal fee may apply if an event will require special supervision or set up or will take place outside of regular operating hours.
- Community Life Ministry activities will have priority in scheduling the CLC.

- All groups must have one adult who is in charge of the reservation and will supervise the event.
- All groups must have adequate adult supervision. The proper ratio of adults to children is to be maintained as follows:
 - Grades K-3 - 1 to 5
 - Grades 4-5 - 1 to 8
 - Grades 6-8 - 1 to 10
 - Grades 9-12 - 1 to 15
- Shades Mountain Baptist Church groups using any area of the CLC facility are to abide by all CLC and church policies and procedures.
- Groups are responsible for leaving areas they use as they were found, including placing trash in trash cans, putting chairs and tables in the formation they were found, returning borrowed items to the front desk and vacuuming or sweeping floors as needed.
- Rooms available for reservations are to be used for their intended purpose.

Outside Groups

- All requests for reservations by outside groups must be approved through the Database Coordinator for Shades Mountain Baptist Church. He may be reached by calling 822-1670 extension 471.
- Community Life Ministry and SMBC sponsored events receive priority in scheduling.
- Facility and staffing fees will be assessed at the time of the reservation based on the specific requests of the group.
- A 50% deposit is due within one week of the reservation approval. The balance is due on the day of the event and is to be submitted before the event begins.
- Other special rules may apply.
- Outside groups will be limited to one reserved time period per week. This includes basketball courts.
- These teams must be coached by an ACTIVE Shades member. Active is based upon Sunday School attendance of 70% or higher.
- Basketball teams may reserve half court for 1 hour per week.
- Outside groups must have adequate adult supervision. The proper ratio of adults to children must be maintained as follows:
 - Grades K-3 - 1 to 5
 - Grades 4-5 - 1 to 8
 - Grades 6-8 - 1 to 10
 - Grades 9-12 - 1 to 15

PAVILION AND FIELD

- [Click here for specific policies regarding the use of the pavilion and recreation field.](#)

FIRESIDE ROOM

- This room is designated for appropriately scheduled programmed events.
- Reservations for this room are made as described above under the "Reservations" section.
- The CLC must be staffed in order for the Fireside Room to be reserved. Fees may apply.
- Gas logs in the fireplace may only be started by CLC personnel.
- Food and drink are not allowed in this area.
- Children of participants who use the Fireside Room must abide by all CLC policies and procedures. See the "Participation" section for details. If an SMBC ministry meeting is held and childcare is desired, the Preschool Ministry must be contacted.

- Groups who use this room are responsible for cleaning and straightening it after the event.

CLC DINING ROOM / PATIO AREA

- This area is designated for appropriately scheduled programmed events at the discretion of the CLC staff.
- Reservations for this area are made as described above under the “Reservations” section.
- This room is available outside of regular, posted CLC hours. On these occasions, access to the CLC is not available unless specifically requested and approved through the Community Life Ministry Assistant. For such occasions, Community Life Ministry Staff must be on hand to supervise the use of the facility. A staffing fee applies.
- The individual responsible for the reservation must pick up the CLC Dining Room key at the CLC front desk during regular hours of operation. Please make note of scheduled CLC hours to plan for obtaining the key.
- The key is to be left in the drop box on the stairwell wall of the dining room.
- Groups who use this room are responsible for cleaning and straightening it after the event.

CRAFT ROOM

- This room is designated for programmed events only.
- This room may be reserved for specific activities if available. Food and drink is allowed in this room. Please see the “Reservations Section” for details.

CHILDCARE OPTIONS

- In partnership with the Preschool and Children’s Ministries, the CLC is available for childcare during scheduled Sunday School department and church-wide events.
- The CLC childcare option is available for children in 3rd grade and above whose families are church members or prospects who are regularly visiting.
- To request the use of the CLC for childcare during a church-affiliated event, you must notify the assistant for the ministry planning the event. It will then be requested through the church calendar system for approval by the Community Life Ministry Assistant.
- If the request for childcare is approved, parents must then make reservations through the preschool office for their children to stay in the CLC during the church event. This is required, regardless of the age of the children so that we may have the appropriate number of adult supervisors for the event.
- Reservations for all ages and events will be made as directed by the Preschool Ministry.

FRONT DESK

- Only authorized persons are allowed behind the front desk.
- Equipment must be issued from the front desk. Available equipment is listed below.
- First Aid supplies will be stored at the front desk.
- A defibrillator is available in the cabinet by the front desk.
- The front desk has towels and soap available for use. Cost is \$0.25 for towel and soap.
- The front desk computer and copier are for use by Community Life Ministry Staff only.

EQUIPMENT

- Equipment can be checked out at the front desk and must be used for its intended purpose.

- Individuals or groups who check out CLC equipment or property will be financially responsible for equipment that is damaged, lost, destroyed, or stolen.
- Some types of equipment may be checked out for activities away from the church campus after being cleared with the Community Life Ministry Staff and filling out the proper forms.
- CLC equipment must be returned to the front desk, and must be in good condition when returned.
- The use of any personal equipment must be cleared at the front desk. Personal video games are not permitted.
- Equipment available includes:
 - ping pong paddles and balls
 - pool balls and cues
 - video games
 - foosballs
 - basketballs
 - walleyball net and ball
 - lap counters
 - weight equipment pins
 - board games
 - puzzles
 - coloring books and crayons
 - jump ropes
 - hippity hops
 - hula hoops

GYMNASIUM

- Appropriate shoes are required. Street shoes or black-soled shoes are not allowed. (Exception would be black-soled basketball shoes that are designed not to leave marks on the floor.) Any questionable shoes must be cleared at the front desk.
- Full-length shirts or basketball tops, along with other suitable attire are required at all times.
- No offensive logos or wording allowed on apparel.
- Side goals are adjustable to different heights. Only CLC staff or designated representatives may adjust them.
- No dunking allowed on any goal.
- Gym equipment, such as volleyball standards, scoreboard and sound system will be set up and operated by qualified CLC personnel only. This equipment should be requested when the reservation is made.
- Programmed activity has priority over free play.
- A reasonable amount of free play time has priority over outside group use.
- Food, drinks and gum are not allowed in the gymnasium. The exception is bottled water.
- Footballs are not allowed in the CLC.
- Absolutely nothing may be thrown from the gym floor to the jogging track above or vice versa. Anyone violating this rule is in danger of being dismissed from the CLC.

FITNESS DECK

- Participants must be 16 years of age or older and have been through orientation to operate the equipment.
- Children aged 13-15 may use these areas and equipment if they have been through orientation AND are accompanied for the entire workout by a parent or guardian.

- See the front desk staff for instructions on using equipment.
- These areas are co-educational. Modest, loose clothing as stated in the “Dress and Behavior” section is required.
- Participants are advised to use stretching and warm-up exercises before using any equipment.
- Participants are expected to seek the advice of their physician before beginning any workout program.
- Instructions for each machine should be followed.
- Participants are expected to clean each machine with the provided antibacterial wipes after each use.
- In the event of equipment breakdown, participants should report the matter to CLC personnel immediately.
- Soft-soled, closed toe athletic shoes should be worn at all times.
- Use of any machine shall be limited to 30 minutes if others are waiting
- The TV remote control for the fitness deck may be checked out at the front desk.
- The TV volume should be maintained at a reasonable level.
- Water bottles are allowed in the cardio room and Nautilus area.

WALKING/JOGGING TRACK

- The track may be used for exercise purposes by those aged 16 and older.
- The wall side (outside) of the track is for jogging. The rail side (inside) of the track is for walking.
- When multiple people are walking or jogging together, slower individuals should move to single file to let faster walkers and joggers pass.
- The track is to be used for exercise purposes only.
- Children ages 13-15 may use the track if supervised by a parent or guardian the entire time and the purpose is exercise.
- 18 laps = 1 mile.
- Hand lap counters are available for checkout at the front desk.
- The direction of jogging will be alternated according to the directional sign at the track entry. Monday/Wednesday/Friday is counter clockwise. Tuesday/Thursday is clockwise.
- Basketballs, volleyballs, or any type of athletic equipment are not allowed on the track.
- Nothing may be thrown from the track to the gym floor.
- Participants must wear appropriate jogging or tennis shoes on the track. Non-athletic shoes are not allowed.
- Spectators are not permitted to observe gym activities from the track.
- Users of the track must not sit or lean over the safety rail.
- Water bottles are allowed on the track.
- Strollers are not allowed on the track but are allowed on the carpeted area that surrounds the gym floor.

MEZZANINE

- Food and drink are allowed on the mezzanine level and in rooms that have been reserved by specific groups.
- All persons are responsible for cleaning up after themselves, depositing all trash in proper receptacles, and leaving the area neat and clean.
- Tables and chairs may be rearranged but should be put back where they were found when finished.

AEROBICS ROOM

- All participants in the Aerobics room must wear rubber-soled shoes and appropriate aerobic exercise attire as described in the “Dress and Behavior” section.
- This room is designated for programmed events only.
- Water bottles only are allowed in the aerobics room.

LOCKER ROOMS

- Towels and soap are available at the front desk and should be placed in the laundry baskets in the locker areas after use. Cost is \$0.25 for towel and soap.
- Lockers are available for day use.
- Valuables should not be left in lockers.
- Shades Mountain Baptist Church is not responsible for lost or stolen items.

RACQUETBALL COURTS

- Racquetball courts are to be used for racquetball or Wally ball only unless a specific request has been approved by the Community Life Ministry Staff.
- Court 1 is available for Wally ball. The Wally ball net and materials are available at the front desk.
- All players must check in at the front desk prior to play to pick up the key.
- Members age 16 and older may reserve racquetball courts.
- Children age 13- 15 may play racquetball or Wally ball if supervised by an adult the entire time.
- Players may reserve courts for a one-hour period by calling the CLC beginning on Monday of the desired week (Monday through Friday).
- When in the CLC, reservations are not needed if the courts are not in use.
- Back to back reservations are not allowed, but players may remain on the court if no one is waiting to use the court.
- Reservations are held for 15 minutes before being released.
- All racquets must have an approved head guard.
- Protective eyewear is required for all participants.
- Only rubber-soled athletic shoes are allowed in the racquetball courts.

GAME ROOM

- Children who have completed kindergarten through 6th grade may use game room equipment if supervised by an adult the entire time.
- Equipment for use in the game room may be checked out at the front desk.
- Every game has proper rules. Players are expected to respect and follow them.
- Game tables are placed so that each game can be played without interfering with others. Please do not move or sit on the tables.
- Do not sit or climb on the rail in the game room.
- No food, drink, or gum is allowed in the game room.
- Equipment and video games should be returned to the front desk when finished.

YOUTH AND ADULT SPORT LEAGUES

- Participants in sport leagues who are representing Shades Mountain Baptist Church are expected to conduct themselves in an exemplary manner regarding sportsmanship and attitude.

- Complaints concerning the behavior or attitude of SMBC players will be addressed by the Director of Recreation Ministries. Penalties may include: warning, suspension or being banned from league participation.
- Teams are to consist of 75% church members with additional members being invited to play as an outreach of our ministry. These guests are expected to abide by the sportsmanship expectations of representing Shades Mountain Baptist Church.
- Community Life Ministry teams are designed to allow similar amounts of playing time for the team members.
- Registration for these leagues will be advertised in the CLC, on the church website and in regular church publications.
- Registration deadlines will be enforced.

LIABILITY

- Use of the Community Life Center facility and all equipment will be at the risk of the participant.
- Shades Mountain Baptist Church does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures or furniture.
- Participants under the age of 55 are encouraged to consult their physician before participating in any physical activity at the Community Life Center.
- Participants age 55 and older are required to obtain the Medical Release Form signature from their physician.

No policy and procedure manual can address every possible circumstance or question regarding operation of the facility and programs. As the Community Life Ministry changes and grows, policies will change. We reserve the right to revise, supplement, and/or rescind any policies or portions of this manual as needed. Members will be notified of such changes within a reasonable amount of time as they occur.