

Northside Baptist Church

FAMILY LIFE CENTER POLICIES & PROCEDURES

PARTICIPATION

The FLC is available to all church members during the posted hours of operation. Continued use depends upon the individual's willingness to abide by all policies and procedures. Any child (under the age of 14) must be accompanied by an adult member (19 years or older). Exceptions would include special programs for under-age children that will be supervised.

- Members must **sign in and sign out** at the Information Desk located in the Main Building of the church. (**Requirement:** Sign in, show photo I.D. (Driver's License/State ID); sign out prior to leaving.) **Note: Participants that sign in but do not sign out, may lose use privileges.**
- **To request participation privileges, the following must be completed:**
 - 1) **Medical Waiver Release Form;**
 - 2) **Background Check Form;** (Usage of the FLC is only secured upon receipt of a clear background check. If the result of the background check is not "clear", a determination of usage of the FLC will be made on a case-by-case basis.)
- All **guests** must sign in and out at the Information Desk located in the Main Building. (**Requirement:** Sign in, show photo I.D. (Driver's License/State ID); sign out prior to leaving.) **Note: Participants that sign in but do not sign out, may lose use privileges. All guests must sign a Medical Waiver Release Form on their first visit.**
- Includes access to the walking track, aerobic, weight/fitness rooms.

Weight/Fitness Room age requirements:

Participants must be at least 19 years of age or have completed high school. Ages 14-18 must be accompanied by a responsible adult member. Ages 13 and under are not allowed in the weight room.

HOURS OF OPERATION

- The FLC is generally open as follows:
 - 8:30 a.m. – 6:00 p.m. Monday, Tuesday, Thursday
 - 8:30 a.m. – 3:30 p.m. Wednesday
 - 8:30 a.m. – 3:00 p.m. Friday
 - CLOSED Saturday, Sunday
- Occasionally open hours may vary due to seasonal or programmed/reserved NBC or NCA activities.

- Hours of FLC Operation will be posted and visible at the Information Desk located in the Main Building of the church.

Guests

- Guests are allowed to use the FLC only when accompanied by a FLC member.
- Guests must sign in and out at the Information Desk located in the Main Building of the church. (**Requirement:** Sign in, show photo I.D. (Driver's License/State ID); sign out prior to leaving.) **Note: Participants that sign in but do not sign out, may lose use privileges. All guests must sign a Medical Waiver Release Form on their first visit.**
- Guests are to abide by all member policies and procedures.
- Guests should stay in the company of the FLC member, and their conduct is the responsibility of the FLC member.
- FLC members are allowed to bring a maximum of 3 guests at a time. Guests are allowed 10 visits at no cost; for each subsequent visit a \$3.00 per visit fee is charged.

Dress Code

- The FLC is a ministry of NBC. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants should be in accordance with the highest Christian standards. Any print or writing on clothing must be fitting for a Christian environment.
- This is a co-ed facility and appropriate clothing must be worn at all times.

APPROPRIATE CLOTHING

- Men are required to wear shirts at all times.
- No bare midriffs allowed.
- Shorts should be loose fitting and free of tears. The hem must extend past the fingertips when in a standing position.
- Tops must have straps at least two fingers wide, cleavage and midriff must be covered.
- Only non-marking sole tennis shoes are allowed on the surface of the gym floor.

Behavior & Discipline

- Members and Guests will promote a wholesome positive environment by refraining from use of profanity and aggressive behavior towards others. Failure to respect the environment or treat others with kindness and respect will lead to loss of eligibility to participate in use of the FLC.

Items Prohibited

- These items are not allowed in or on the property of the FLC:
Tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, pets (except for service pets), or anything that would detract from the Christian atmosphere.
- Food and drinks will not be allowed in the Gymnasium, Weight/Fitness Room, and Aerobics Room or on the Walking Track, with the exception of water/sports drinks in an enclosed container.

Equipment

- Equipment is not provided. Members will be responsible to bring all items necessary for participation (i.e. basketballs, volleyballs, lap counters, stop watches, aerobic steps, etc.)

Liability

- The use of the Family Life Center and all equipment will be at the risk of the participant.
- Northside Baptist Church does not assume liability or responsibility for any participant.
- A signed waiver releasing NBC from all responsibility for accident or injury **MUST BE SIGNED** before a participant may enter the FLC and engage in any activity.
- NBC is not responsible for any lost or stolen property.

LIFE Group Fellowships

- LIFE Group Fellowships may be scheduled in the FLC after regular business/church/school hours, depending on church/school events already calendared. After approval for the Fellowship is obtained, the Deacon for the LIFE Group will be responsible for checking out a key from the appropriate ministry area and then opening/closing the building, making sure the room is clean, trash emptied (taken out to the dumpster), all lights are turned off, and the building secured. LIFE Groups will be responsible for their own room setup. The room must be clean and if anything has been moved, returned to its original format. If these guidelines are not followed, the LIFE Group may lose their privilege to use the FLC for future events. No one is allowed to make a duplicate of any key. The key must be returned the next business day after the event. Checked out keys are not to be turned in to the Information Desk, but rather must be returned to the staff person who issued the key. LIFE Group Fellowships must end no later than 10:00 pm, Monday – Friday and 9:00 pm on Saturday.

EMERGENCY PROCEDURES

- **Medical Emergencies**

In the event of a medical emergency, notify the staff person at the Information Desk located in the Main Building. The staff person will call 911 when appropriate. At no time should an injured person be moved or treated except by a trained professional.

- **Other Emergencies**

In the event of a fire or fire drill, the FLC fire prevention and evacuation system will be activated. YOU MUST find the nearest and safest exit and evacuate the building immediately. Participants should acquaint themselves with all the emergency exits.

Area Regulations

Gymnasium

- Only non-marking sole tennis shoes are allowed on the surface of the gym floor.
- No dunking or hanging from goals.
- Absolutely nothing may be thrown from the gym floor to the track above or vice versa.
- Programmed and reserved activity has priority over free play.
- Emergency exits are only to be used in an actual emergency.
- With the exception of water/sports drinks in an enclosed container, no food or drink is allowed in the FLC.

Walking Track

- Basketballs, volleyballs, or any type of athletic equipment are prohibited from the Walking Track. Anyone shooting at the baskets or throwing items from the Walking Track will be subject to dismissal from the FLC.
- Sitting or leaning on the rail around the Walking Track is prohibited.
- All walking is to be done in one direction. Daily walking direction is posted. (Slower walkers use the inside of the track closest to the rail.) Consideration should be given to faster walkers who wish to pass. Always pass using the outside lane.
- Fellowship and conversation between walkers is encouraged. However, for the courtesy of others, please only walk in groups of two (2). Please do not walk side by side as a group of three (3). This may make it difficult for other to pass.
- Because of the possible danger to others, baby strollers are not allowed on the track.

Weight/Fitness/Aerobic Room

Weight/Fitness Room age requirements:

Participants must be at least 19 years of age or have completed high school. Ages 14-18 must be accompanied by a responsible adult member. Ages 13 and under are not allowed in the weight room.

- Guests are allowed in the Weight/Fitness/Aerobic Room only when accompanied by a FLC member.
- Due to the possibility of injury, participants must be at least 19 years of age or have completed high school. Ages 14-18 must be accompanied by a responsible adult member. Ages 13 and under are not allowed in these areas.
- All equipment is used at your own risk.
- While it is not required, it is **STRONGLY** suggested that you see a physician before working out in the weight room.
- Each piece of equipment should be wiped down by the participant after it has been used. Sanitizing wipes can be found in the Weight/Fitness/Aerobic rooms.
- No horseplay is allowed in the weight room.
- No food or drinks are allowed with the exception of water/sports drinks in an enclosed container.

Locker/Dressing Rooms

- A locker room is available for use by participants. (Participants use at their own risk; we are not responsible for lost/stolen goods.)
- Personal locks (if used) should be removed before leaving facility.
- Personal locks left on a locker after participant has left the facility will be removed and all contents of locker emptied.

Showers

- Showers will be locked at all times. Please see the person at the Information Desk (Main Building) to obtain a key to the appropriate shower. The key must be returned when checking out of the FLC.

Northside Baptist Church
WAIVER OF LIABILITY FOR FLC USE

I recognize that the use of the **Family Life Center of Northside Baptist Church** and all equipment and facilities contained therein have inherent risks of injury. For and in consideration of **Northside Baptist Church** permitting me to use the **Family Life Center**, I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless, **Northside Baptist Church**, and its officers, trustees, employees, agents, representatives, and any group affiliated there for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences suffered by me, arising or resulting directly or indirectly from my use of the **Family Life Center**. In the event that I am injured, I agree to assume any financial obligation, either through my health insurance, or through some other means, for any medical costs that I incur. **Northside Baptist Church** assumes no responsibility for any medical expenses, injury, or damage suffered by me in connection with my use of the **Family Life Center** facilities.

My signature indicates that I have read and understand this Waiver of Liability and the Family Life Center Policies and Procedures. I am aware that this is a waiver and a release of liability and I voluntarily agree to its terms. I agree to abide by all FLC Policies and Procedures.

Participant's Name (Please PRINT): _____

Participant's Signature: _____

Driver's License/State ID #: _____
Number State Issued

In case of emergency, contact: _____ Phone: _____

(Parent's Signature if under 18 years of age)

I represent that I have legal capacity and am authorized to act on behalf of the minor named herein.

Parent/Guardian Name (Please PRINT): _____

Parent/Guardian Signature: _____ **Date:** _____

Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check.)

I, the undersigned applicant (also known as “consumer”), authorize Northside Baptist Church through its independent contractor, First Advantage, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Northside Baptist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Report Act.

Signature: _____ **Date:** _____

Identifying Information for Background Information Agency (Also known as “Consumer Reporting Agency”)

Please complete the following information:

Print Name:

First

Middle

Last

Other Names Used (alias, maiden, nickname): _____

Current Address:

Street/P O Box

City

State

Zip Code

County

Dates

Former Address: _____

Street/P O Box

City

State

Zip Code

County

Dates

Social Security Number: _____ **Daytime Phone Number:** _____

Driver’s License Number: _____ **State of Issuance:** _____

Date of Birth: _____ **Gender:** _____