

# FLC Policies & Procedures

## **Participation Eligibility**

1. Use of the Calvary Family Life Center is open to church members and non-church members. Each person must complete a membership form and PARQ, located at the Control Center, before using the walking track, weight room and group exercise room.
2. Academy students have no special FLC privileges. Memberships are established by church membership or a paying membership. Academy students have access to and use of the building during P.E., pep rallies, athletic practices, and other supervised times, but FLC membership and use of the facility is not established by academy enrollment.
3. Persons under the age of 18 must have a parent complete and sign a release form prior to using the FLC.
4. Persons 11 years of age and under must have direct supervision by their parents at all times (unless their coach has assumed responsibility).
5. During the hours of 3 -5pm on weekdays that school is in session, no students, under the age of 18, from any school, may be in the FLC, except those participating in an Academy sport, under the direct supervision of a coach. **THIS POLICY RESTRICTS ACCESS TO STUDENTS, REGARDLESS OF WHETHER THEIR PARENT(S) ARE ON CAMPUS OR NOT, AND THE POLICY APPLIES TO ACADEMY FACULTY, FLC STAFF, CHURCH STAFF, AND VOLUMTEERS OF THE CHURCH OR SCHOOL.**

## **Guests**

1. Individuals who are not members of Calvary Baptist FLC, but are hosted by a member, are considered guests.
2. Guests must fill out a release form and sign in each time they visit the facility.
3. Guests must abide by all Calvary FLC policies and procedures.
4. Guests of Non-Calvary Church members must pay a \$5.00 guest fee each time they enter.
5. Members are allowed to bring one guest at a time for one time.

## **Conduct Codes**

1. No weapons, tobacco products, alcohol, or controlled substances are allowed at any time. **NO TOLERANCE.**
2. For your safety, entering and exiting the FLC is to take place only at the main entrance, found in the northwest corner of the facility. Everyone is required to scan their membership card into the computer at the control desk. This is for your safety as well as facility usage & programming purposes.
3. Users of the facility will conduct themselves in a “Christ-like” manner at all times. No abusive language or actions will be tolerated.
4. In case of injury, please report all incidents to the Calvary FLC staff and fill out an incident report.

5. Shirts and shoes must be worn at all times.
6. All leadership is entrusted to the FLC staff, which includes FLC volunteer workers, under the leadership of the FLC staff.

### **Policy Interpretation**

1. The FLC staff will be responsible for the enforcement and interpretation of all rules for the Family Life Center.
2. Violations of any written policies or verbal request by members of the FLC staff will result in suspension of privileges in the FLC.
3. Violations will be handled as follows:
  - a. 1<sup>st</sup> infraction: warning and explanation of the rule.
  - b. 2<sup>nd</sup> infraction: reminder and a warning that no more infractions will be tolerated. Notification of parents, if applicable.
  - c. 3<sup>rd</sup> infraction: suspension of membership for a time period determined by the FLC staff.
4. Any situation not specified in this list of policies and procedures will be acted upon at the discretion of the FLC staff.

### **Control Center**

1. Only authorized personnel are allowed in the Control Center and are allowed to dispense equipment.
2. The phone in the Control Center is primarily for business use, but members may use the phone for phone calls lasting two minutes or less.
3. Personal items may not be left in the Control Center.
4. Items left in the FLC will be kept for a few days before being given to a local charity.
5. If you have a problem with something taking place in the FLC or need to report an issue, please go to the Control Center and our staff will assist you.

### **FLC Attire**

1. Appropriate gym attire must be worn at all times. All clothing must be modest and in good taste in its appearance. (Note: The FLC Staff has the right to determine “appropriate gym attire”).
2. Proper court shoes must be worn while using the gym and weight room.

### **Gymnasiums**

1. Food and drink are permitted in the gym only when sold by the FLC concessions stand during a Hoops or Academy basketball game.
2. ABSOLUTELY NO CLEATS WILL BE WORN ON THE GYM FLOOR.
3. Any request for use of the gym, other than pick-up basketball must have prior approval of the FLC staff.
4. Free play in the gym is a part of FLC membership, but scheduled church and academy activities will take priority. In the months of October - March, there are very few opportunities for free play.
5. Hanging on a rim will result in suspension of FLC privileges for a time period determined by the FLC staff.

### **Equipment**

1. All equipment must be checked out at the Control Center by filling out the “Equipment Check-out” form and leaving a picture id or keys at the control center.
2. No equipment is to be taken outside.
3. Damages to **any equipment** may be charged to the negligent member, if carelessness or ill intent caused the damages.
4. Equipment may only be checked out by persons 12 years of age or older. For children under the age of 12 to use game room equipment, their parent, guardian, or sibling, must check out equipment and play the game or provide close supervision.

### **Weight Room**

1. No children under the age of 15 may be in the weight room at any time.
2. **All weights and equipment should be racked when finished.**
3. It is the member’s responsibility to use the weight room in a responsible and safe manner, which entails proper use of the equipment and common sense.
4. **USE OF THE WEIGHT ROOM IS SOLELY AT THE MEMBER’S RISK.** By signing the membership form, members agree to hold harmless Calvary Baptist Church, or any associated entities or persons, for any injuries sustained while using this equipment.

### **Group Exercise Classes**

1. Group Exercise classes are offered and information about schedules is available in the Control Center and on the web-site.
2. The group exercise room is for scheduled group exercise classes only. Any request to use the room must be pre-approved by the FLC staff.
3. Participants assume all risks associated with classes and agree to hold Calvary harmless.

### **Track**

1. 12 laps = 1 mile
2. Walkers should use the inside lane of the track, runners should use the outside lanes.
3. Persons under the age of 12 must be accompanied by their parent to use the running/walking track.
4. No food or drink is allowed in the track area; with the exception of water which is allowed in the foyer area of the track entrance only. Please help us keep the area clean, and assist us in picking up any trash you see.

### **Racquetball Court**

1. Courts can be reserved for one hour by calling no earlier than 48 hours in advance.
2. Reservations are for one hour of play. If reservations are not kept within 15 minutes, the court is released for any players who may be waiting.

3. Players can only use the court for consecutive hours if there are no other players waiting.
4. EYE GUARDS MUST BE WORN AT ALL TIMES.
5. Eye guards, racquets, and balls are available at the Control Center.

### **Lockers**

1. FLC members may use the lockers while in the building. You are encouraged to bring a lock to secure your valuables. The FLC is not responsible for any missing items. The lock and the contents of the locker must be taken. No overnight storage is allowed.

### **Concession Area, Fireside Room, and Kitchen**

1. Reservations to use any of these areas are required and are made through the church receptionist. The expectations for using these rooms will be expressed at the time of the reservation.
2. The FLC staff will make the final decision on the use of any of these areas.
3. For birthday parties, please contact the FLC Director.

### **Playroom**

1. Hours are posted on the website and the playroom door.
2. Reservations are required 48 hours in advance. Please call the FLC Control Center (687-4922) to make reservations.
3. Childcare is available for ages 3 months to 8 years.
4. For a full list of the playroom policies, please see the playroom workers during your first visit.

### **Liability**

1. The use of the Calvary Family Life Center for any purpose, both those described and those not specifically described, is at the risk of the participant. Neither Calvary Baptist Church, nor any affiliated entities, assumes liability for injury or other damages incurred by participants.
2. Participants use this facility at their own risk.

### **Special Memberships**

1. **CBA Employees** – Individual membership free of charge  
Family membership: \$20.00 per month
2. **Pastors/Ministers within the Shreveport/Bossier area**
  - Individual membership: \$12.50 per month
  - Family membership: \$20.00 per month