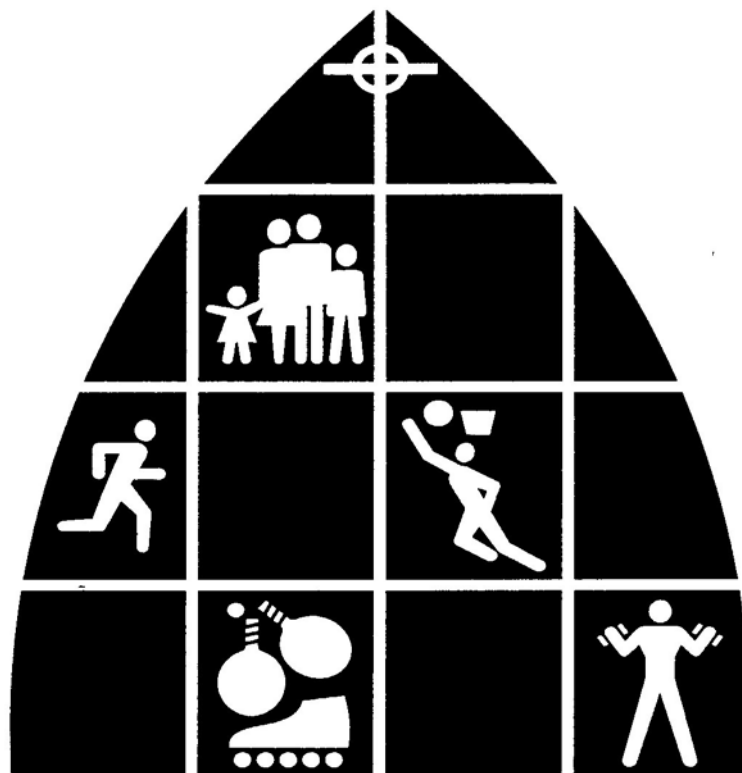


# COVENANT PRESBYTERIAN CHURCH



## RECREATION WING POLICY & PROCEDURES MANUAL

# Table of Contents

- I. Mission Statement**
- II. Participation / Membership**
  - A. Covenant Presbyterian Church Members**
  - B. Affiliates**
  - C. Guests**
  - D. Group Use / Reservations**
  - E. Fees**
- III. General Rules and Regulations**
  - A. Entering and Exiting the Building**
  - B. Dress**
  - C. Behavior**
  - D. Spectators**
  - E. Items Prohibited**
  - F. Food and Drink**
  - G. Discipline**
  - H. Liability**
  - I. Hours of Operation**
  - J. Equipment**
  - K. Lost and Found**
  - L. Interpretation of the Rules, Regulations and Procedures**
- IV. Specific Area Rules and Regulations**
  - A. Lobby**
  - B. Front Desk**
  - C. First Floor Activity Area (Game Room – RW1A)**
  - D. Gymnasium**
  - E. Walking/Jogging Track**
  - F. Weight Room**
  - G. Locker Rooms**
  - H. Second Floor Activity Room (RW2A)**
  - I. Third Floor Activity Room (RW3A)**

**COVENANT PRESBYTERIAN CHURCH  
POLICY & PROCEDURES MANUAL  
FOR THE  
RECREATION WING**

**Adopted January 25, 1999  
Revised January, 2005**

**By the Recreation Ministries Committee**

**I. MISSION STATEMENT**

The people of Covenant Presbyterian Church seek to promote healthy living as part of our expressing the Gospel of Jesus Christ. We invite our neighbors and church family into a ministry of exercise, wellness, fitness, competitive sports and personal growth so that God might be glorified in our bodies as in all other parts of our lives. By strengthening ourselves, we might better be able to serve others.

**II. PARTICIPATION / MEMBERSHIP**

**A. Covenant Presbyterian Church Members**

1. Members and staff of Covenant Presbyterian Church (this includes immediate family members).
2. Participants below the 6<sup>th</sup> grade must be accompanied by a responsible individual in the 12<sup>th</sup> grade or above. They must remain with the responsible individual at all times.

\* Exception: If prior arrangements are made with the Staff representative they may enter with a responsible designated youth.

\* Exception: Special programs for children where supervision is provided.

3. Members must comply with all rules and regulations of the Recreation Wing. Those who fail to comply will be asked to leave.

**B. Affiliates**

1. Any individuals within the greater Charlotte community may join the Recreation Wing. Individuals must fill out the proper paper work; pay the annual household fee, \$5 processing fee per application, and \$1 user fee upon each visit to the Recreation Wing.
2. Participants below the 6<sup>th</sup> grade must have filled out the proper paperwork and must be accompanied by a responsible individual in the 12<sup>th</sup> grade or above. They must remain with their responsible individual at all times.

\* Exception: If prior arrangements are made with the Staff representative they may enter with a responsible designated youth.

\* Exception: Special programs for children where supervision is provided.

2. Affiliates and their guests must comply with all rules and regulations of the Recreation Wing. Those who fail to comply will be asked to leave.
3. Members of the community who work for the Charlotte Mecklenburg Police Department, Sheriff's Department, EMS, Fire Department or in the school system do not have to pay the yearly membership fee – the \$5 processing fee is required of them as is the \$1 per visit user fee.

### **C. Guests**

1. Those invited to use the facility by either Members or Affiliates.

\* After 5 visits a person must join the Rec. Wing as an affiliate.

\* Any Covenant Presbyterian Church member or Affiliate may bring two (2) guests or a family at one time to use the facility. When the member or affiliate leaves, the guest(s) must also leave.

\* Members and Affiliates are responsible for the conduct of their guest(s).

\* No fee for church member's guests, \$1 fee for each affiliate's guests (up to 2).

2. Participants below 6<sup>th</sup> grade must be accompanied by a responsible individual at all times.

\* Exception: If prior arrangements are made with the Staff representative they may enter with a responsible designated youth.

\* Exception: Special programs for children where supervision is provided.

3. Guests must comply will all rules and regulations of the Recreation Wing. Those who fail to comply will be asked to leave.

### **D. Group Use / Reservations**

1. Any group approved by the Director and/or Recreation Ministries Committee may be eligible to use the facility, if such use does not conflict with regularly scheduled Covenant Presbyterian Church activities.
2. The Director provides oversight of reservation priorities and procedures, including the collection of any fees. Major scheduling conflicts may be appealed to the Recreation Ministries Committee.

3. The contact person/leader shall be responsible for the conduct and activities of such group when using the Recreation Wing.
4. When the leader leaves, the group must also leave.
5. Groups must comply with all rules and regulations of the Recreation Wing. Those who fail to comply will be asked to leave.
7. All groups making reservations will be responsible for their own programs.
8. Each group is responsible for cleaning up areas it uses.
9. Reservations should be promptly cancelled if plans are changed and may be subject to a cancellation fee.
10. Each group is responsible for any damages incurred while using the facility.
11. It is the discretion of the Director, any staff member or front desk attendant at the time of an incident as to whether a group must immediately leave due to a behavior infraction.
12. All groups must have adequate adult supervision. Due to Covenant's Child Protection Policy **at least two adults must be present**.  
The proper ratio of adults to children must be maintained as follows:

|              |         |
|--------------|---------|
| Preschool    | 1 to 5  |
| Grades K-3   | 1 to 7  |
| Grades 4-9   | 1 to 10 |
| Grades 10-12 | 1 to 15 |

#### **E. Fees**

1. Membership (see page 3).
2. Fees charged to outside groups for one-time use will be collected prior to use, *if* a group is being charged to use a space. It is up to the discretion of the Director as whether or not to charge certain non-profit groups.
3. Groups renting on a monthly basis will be invoiced.
4. Registration for classes, clinics, leagues, and other structured programs may be required. Payment of any fees may be required at the time of registration. All checks should be made payable to Covenant Presbyterian Church, unless otherwise stated. Fees may vary.
5. Refunds will be given for cancelled programs. They will be pro-rated if necessary.
6. Refunds for programs offered by the Recreation Wing will only be given before the close of registration or with a written medical excuse. Certain events and programs may have a separate refund policy at the Director's discretion.

7. Scholarships are available upon submitting a request to the Director.

### **III. GENERAL RULES AND REGULATIONS**

#### **A. Entering and Exiting the Building**

1. For use of the Recreation Wing, ONLY the main entrance from the parking lot facing the Fellowship Hall should be used. Other doors are for emergency use only or as directed by the staff.
2. When entering the Recreation Wing, those using the facility must sign in at the front desk, be checked for registration in the membership book. Upon checking in affiliates and their guests will pay the \$1 user fee.
3. Loitering in the parking lot is not allowed.

#### **B. Dress**

1. The Recreation Wing is a ministry of Covenant Presbyterian Church. Therefore, speech, dress and conduct of all members and guests should be in accordance with the highest Christian standards.
  - \* Clothing that is appropriate for the activity is to be worn.
  - \* Participants in athletic activities in the Recreation Wing shall wear appropriate, non-marking gymnasium shoes. No high heeled or hard soled shoes are allowed on the gym floor.

#### **C. Behavior**

1. All members and guests should be in accordance with the highest Christian standards.
  - \* No profanity
  - \* No fighting
  - \* No “trash talking” or anything considered unsportsmanlike
  - \* Elevators are to be used only in the appropriate manner
  - \* All equipment is to be used in the appropriate manner
  - \* Doors are never to be propped open
  - \* All walkways must remain free from obstruction

#### **D. Spectators**

1. Family and friends of users in the facility and individuals watching league play or participating special events such as concerts or other types of assembly events.

2. Participants below the 6<sup>th</sup> grade must be accompanied by a responsible individual in the 12<sup>th</sup> grade or above. They must remain with their responsible individual at all times.

\* Exception: If prior arrangements are made with the Staff representative they may enter with a responsible designated youth.

\* Exception: Special programs for children where supervision is provided.

3. Spectators must comply with all rules and regulations of the Recreation Wing. Those who fail to comply will be asked to leave.

### **E. Items Prohibited**

1. These items are not allowed in the Recreation Wing: tobacco in any form, anything considered a weapon, alcoholic beverages, controlled substances, pets, or chewing gum. Nothing is allowed that would detract from the Christian atmosphere.

### **F. Food and Drink**

1. Food and drink are forbidden on the gymnasium floor, on the running track, and in the weight room.

\* Exception: Sealed water bottles may be used in weight room areas or may be taken on the gym floor during league basketball games only.

2. Food and drink are permitted in RW2A, where tables and chairs are provided.
3. Users are expected to exercise the proper care when eating and drinking in the RW2A. They are to clean up spills immediately and notify the front desk if assistance is needed.

### **G. Discipline**

1. Violation of any rules or regulations could lead to suspension of user privileges or loss of eligibility to participate.
2. The Recreation Wing is operated by a trained volunteer staff under the direction of the paid church staff. Volunteer and Church Staff have the authority to enforce the rules and regulations. Participants are expected to follow their directions.
3. Infractions will be handled as follows:

\* First Infraction – Warning, explanation of rule(s), documentation.

\* Second Infraction – Sit out from activity and notification of parents (for those under 18), documentation.

\* Third infraction – Parent conference (for those under 18), and/or suspension, documentation.

4. Serious discipline problems will be dealt with by the Recreation Ministries Committee.
5. If a person or group is banned from the Recreation Wing, reinstatement by review of the Recreation Committee may be applied for. In the case of reinstatement the individual or group will have a probationary time in order for behavior to be monitored. At any time it is at the discretion of the Director and Committee to permanently terminate a person's or group's use of the facility without refund.

## **H. Liability**

1. All participants will be required to sign a waiver form prior to the use of Recreation Wing facilities and equipment. All activities will be at the risk of the participant.
2. As specifically provided in the waiver form, Covenant Presbyterian Church does not assume liability or responsibility for any participant; nor does Covenant Presbyterian Church make any express or implied warranty of the suitability for any purpose of the premises, the equipment, machinery, fixtures, or furniture.
3. Covenant Presbyterian Church is not responsible for any theft or loss of personal items.

## **I. Hours of Operation**

1. General Operating Hours of the Recreation Wing are the same at the main Church Office.

\* Exception: Because of the many seasonal activities and the wide variety of events the Recreation Wing, hours of operation may vary.

3. Recreation Wing hours of operation, and all changes in those hours, will be available at these locations:
  - a. Recreation Wing Front Desk
  - b. Covenant News
  - c. Covenant Website
  - d. Voicemail Extensions: 100, 450 and 451.

## **J. Equipment**

1. Equipment must be checked out at the front desk using the equipment sign out sheet, and must be used for its intended purpose.
2. Individuals or groups who check out Recreation Wing equipment or property will be financially responsible for any damage to, or loss of equipment in their possession. The group leader shall be responsible for equipment used by his/her group.

3. Use of equipment for activities away from Covenant Presbyterian Church is prohibited, unless approved by the Director.
4. Equipment located in the gym floor storage closet may only be used with permission from the Director.
5. Staff or approved persons only may enter the gym floor storage closet to retrieve equipment.
6. Pre-school equipment in the gym floor storage closet is not for Recreation Ministry program use, unless approved by the Pre-School Director.

#### **K. Lost and Found**

1. All Lost and Found articles will be kept in the front desk area. Lost items will be returned to the owner when requested and properly identified.
2. Items left in day lockers after hours will be placed in the Lost and Found.
3. Lost and Found items which are not claimed within three (3) months will be donated to a charity at the discretion of the Director.

#### **L. Interpretation of the Rules, Regulations and Procedures**

1. The Recreation Ministries Committee and Staff are responsible for the interpretation and enforcement of all rules, regulations and procedures.
2. The rules, regulations and procedures of the Recreation Wing are reviewed periodically and are subject to change without notice.
3. Any situations not specifically covered in this list will be acted upon if and when the need arises, at the discretion of the Director, Recreation Ministries Committee, and Staff (pastoral) Liaison.
4. Users are encouraged to suggest improvements or changes in the operation of the Recreation Wing, its rules and procedures, using the Recreation Wing suggestion form. Forms are available at the front desk.

### **IV. SPECIFIC AREA RULES AND REGULATIONS**

#### **A. Lobby**

1. This is a greeting, waiting and reception area.
2. Persons in the lobby are under the direction of the front desk volunteer or Staff personnel.

3. Please be considerate of others and conduct yourself accordingly.
  - \* No jumping on furniture.
  - \* No running.
  - \* Limit public phone use to 2 minutes.
  - \* Keep noise to a minimum to respect nearby offices.
  - \* Water fountains should be used in an appropriate manner.
  - \* Elevators are to be used in an appropriate manner.

#### **B. Front Desk**

1. Only authorized persons are permitted behind the desk.
2. Please do not stand around the front desk and block its access to others wishing to register or check out/in equipment.
3. No one is allowed in the storage area behind the front desk unless professional or volunteer staff is present or gives permission.
4. Desk phone is not for public use. (Lobby phone is available).
5. TV channels should be at an appropriate station if it is being used during your scheduled time and volume at an appropriate level.

#### **C. First Floor Activity Area (Game Room – RW1A)**

1. This is an area where all people can visit, enjoy refreshments, play games, and relax. Please be considerate of others who are using this area.
2. Every game has proper rules. Players are expected to respect them.
3. Game equipment must be checked out at the front desk and remain in the appropriate area except to return it to the front desk.
4. Game tables are placed so that each game can be played without interfering with others. Please do not move, rearrange, or sit on the tables.
5. No food or drinks are allowed on the game tables.
6. Trash and recyclable material should be deposited in appropriate containers.
7. Damages should be reported to the front desk person.

## **D. Gymnasium**

1. No food or drink is permitted on the gym floor. Food and drink are forbidden on the gymnasium floor, on the running track, in the exercise room and in the locker rooms.
  - \* Exception: Sealed water bottles may be taken on the gym floor during league basketball games only.
2. No running on the bleachers.
3. Nothing may be thrown or kicked from the floor to the walking/jogging track or into the lights or roof joists. Nor may items be thrown or kicked from the walking/jogging track.
4. Kicking of basketballs or volleyballs is not permitted.
5. Participants shall not hang from any of the basketball goals or nets, smack the backboards or pull on the foam padding covering the bottom edge of the backboards.
6. Participants shall not hang from the padded wall coverings.
7. Recreation Wing equipment will only be set up and operated by people authorized by the Director.
8. Skating
  - \* No fake falling.
  - \* No speed skating.
  - \* Socks must be worn with church owned skates.
  - \* Skating will have priority when it is a programmed event.
  - \* Skating is permitted during non-programmed times provided the gym is not being used.
  - \* Personal skates or roller blades are allowed, but must be checked by the desk attendant that the wheels are clean.
  - \* Skaters may skate on the gymnasium floor only.
  - \* No skates are allowed on the stairs or track (use the elevator).
  - \* Game room activities may not be played while wearing skates.
  - \* Skates must be returned with the laces tucked inside the skates.
  - \* Any mechanical failure of the skates should be reported to the desk attendant.

## **E. Walking/Jogging Track**

1. No person under the age of sixteen (16) may use the track.
  - \* Exception: If a doctor's or coach's letter is provided and if he/she has the Director's approval.
2. No food is permitted on the walking/jogging track.

\* Exception: Water in a sealed container with lid is allowed.

3. No game equipment is allowed on the walking/jogging track.
4. Traffic will flow in one direction only, as directed by the posted schedule.
5. Slow walkers and slow joggers will take the outside lanes.
6. Participants walking or jogging side by side will make room for passing traffic.
7. Users of the track must not sit on or lean over the safety railing.
8. Objects may not be thrown from the track to the gymnasium floor.
9. Personal belongings should be placed in a locker or hung on the provided coat rack. Do not place items on the floor or track.

#### **F. Exercise Room**

1. No person under the age of sixteen (16) may be in the weight room.  

\* Exception: If a doctor's or coach's letter is provided and if he/she has the Director's approval.
2. Instructions for proper usage of the equipment are available upon request. The information for proper usage is posted on each machine.
3. There is a 20 minute time limit on all cardio equipment.
4. Individuals are asked to wipe off equipment after use.

#### **G. Locker Rooms**

1. For safety reasons it is especially important that young children be closely supervised in the locker room areas.
2. All lockers are for daily use only. Personal locks may be used but must be removed by the end of the day. Any left on overnight may be cut off and all belongings placed in the Lost and Found.
3. Participants should not leave valuables in an unsecured locker.
4. Users are asked to keep the lockers clean and uncluttered and to report infractions to the front desk staff immediately.
5. Covenant Presbyterian Church is not responsible for lost or stolen items.

## **H. Second Floor Activity Area (RW2A)**

1. Use of the second floor activity area, including the TV and kitchen facilities, is under the direction of the volunteer and professional staff.
2. Groups serving food should only use this specially equipped and designed area and are responsible for clean up of this area when they are finished.
3. Booking of this space should be done with the Director. (See pages 4-5).

## **I. Third Floor Activity Area (RW3A)**

1. Third floor activity area is for programmed group use only. Individual users should remain on the first and second floors unless participating in these activities.