



## Christian Life Center

### Policies and Guidelines

#### **FUMC Mission Statement**

*The Mission Statement of Fairhope United Methodist Church is “to **REACH** people with the love and saving grace of the Lord Jesus Christ, to **EQUIP** them spiritually and with practical skills for ministry, and to set them loose to **SERVE** in ministry to the church, the community and the world in His name.”*

#### **CLC Vision Statement**

*In fulfilling the mission statement of our church, the vision of the Christian Life Center is to provide opportunities and an environment to strengthen the body and spirit of our entire church and then to carry the love of Christ to all people.*

#### **CLC Hours of Operation**

**Monday, Tuesday 7a-8p • Wednesday 7a-5p • Thursday, Friday 7a-6p • Saturday 8a-noon • Sunday: Closed**

*(Open Gym: times are at the discretion of the CLC Staff)*

- ❖ Hours of operation are subject to change due to seasonal activities and special events. The CLC will close 30 minutes prior to scheduled church events and remain closed during those activities.

#### **Participation Guidelines**

All FUMC members, guests of members, and the local community are welcome to utilize the facility during regular hours of operation to participate in ministry, programs, recreational activities, organized sports, and fellowship.

**ALL** participants must check-in at the Welcome Desk when entering the CLC, and check-out upon leaving. If a participant is not a registered member of the CLC, the Steward on duty will register the necessary information and take your photo for new membership for a one-time fee of \$5.00. For scheduled meetings, the Group Coordinator must check-in and then account for attendance at their meeting.

**ALL** members and guests of the CLC must observe the following guidelines:

- ❖ Only authorized personnel are allowed behind the Welcome Desk.
- ❖ All children under the age of 12 must be accompanied by an adult (a person 19 years of age) at all times in the CLC.
- ❖ All persons who use the weight room and track must be at least 14 years of age.

- ❖ Adults may escort children on the track, but must stay within close reach at all times. If children are unsupervised, you will be asked to leave the track. Repeated offense to this policy will be subject to termination of your membership to the CLC.
- ❖ No running or rough play is permitted outside of the Gym.
- ❖ All equipment must be checked out and back in at the Welcome Desk. If equipment is not checked-in, you will be subject to reimbursing the CLC for missing equipment.
- ❖ All equipment must be returned before receiving different equipment.
- ❖ Any behavior deemed inappropriate or disrespectful by CLC Staff will **NOT** be tolerated at any time.
- ❖ Any language deemed inappropriate, vulgar or suggestive by CLC Staff will NOT be tolerated.
- ❖ The CLC is a **non-smoking facility**. There will be no smoking allowed in any part of the facility, or within 100 feet of any entrance.
- ❖ Absolutely **No** alcohol, illegal drugs or drug paraphernalia are permitted in the CLC or anywhere on the FUMC campus. Fairhope Police will be contacted in the event any individual is suspected of possessing or distributing alcohol or illegal drugs.
- ❖ No weapons of **any kind** are permitted. This includes any item(s) that CLC Staff members consider to be potentially wielded as a possible weapon. Any individual suspected to have a weapon will result in permanent dismissal and the proper authorities will be contacted immediately.
- ❖ No items that may be considered harmful to persons or disrespectful to others will be permitted.
- ❖ The Fairhope United Methodist Church and/or the CLC and are NOT responsible for any personal items that are damaged or stolen within the facility.
- ❖ The CLC **WILL NOT** release any personal information about members to anyone, other than the Pastors, or any authorized legal authorities.

### **Behavior and Discipline**

Participants are expected to follow the policies and guidelines of the CLC. The staff and volunteers are trained to provide extreme hospitality in witnessing Jesus Christ, but they are also expected to appropriately enforce the policies and guidelines.

- Willful violation of any policies or guidelines could lead to a loss of eligibility to participate at the CLC.
- Serious offenders may be suspended at the discretion of the Director of Recreation Ministries.
- The staff and volunteers will call the proper authorities, without hesitation, if there is a perceived threat of imminent danger.

### **Computer and Wi-Fi**

A computer area is provided on the second level for members of the CLC.

- ❖ There is a time limit of 30 minutes per session.
- ❖ You must check-in at the Welcome Desk and get a password for your session.
- ❖ **NO** inappropriate web searches or browsing will be tolerated. Any violation of this policy will result in your immediate expulsion from the CLC.

- ❖ DO NOT download any programs without direct permission by the Director of Recreation Ministries.
- ❖ Wi-Fi service is provided for appropriate use throughout the building.

### **Dress Code**

This facility is located on the campus of Fairhope United Methodist Church and inappropriate clothing will be not be tolerated.

- ❖ Shirts and shoes must be worn at all times.
- ❖ Proper athletic shoes should be worn on the track, gym and while using workout equipment.
- ❖ No clothing that promotes tobacco, alcohol, drugs, drug paraphernalia, vulgarity, or suggestive behavior will be permitted.
- ❖ Pants must be worn at the waist. Underwear should not be visible.
- ❖ CLC Staff and volunteers reserve the right to deem items that are not appropriate.

### **Elevator**

The CLC elevator is provided for our members and guests who may have difficulty climbing the stairs. The elevator may also be used for moving heavy items to the second level.

Children must be accompanied by an adult when using the elevator.

- ❖ **Any actions deemed as “horseplay” on the elevator is prohibited.**

### **Equipment, Furniture, and Decorations**

- ❖ All CLC equipment and furniture must be utilized in the nature that it was designed. All furniture must be picked up when moved. Do not drag on the floors.
- ❖ No CLC property may be loaned out for personal use.
- ❖ Do not nail anything to walls, or areas surrounding the stage. We suggest using 3M hooks for hanging items. They come in various sizes and are easily removable without damaging wall surfaces.
- ❖ Only use painter's tape to hang lighter items on the walls.
- ❖ Do not use duct tape for anything. Duct tape is not easily removable, generally leaves a residue and pulls paint and other coverings from floors and walls. If you are taping cords/wires on the floor, please only use a 2" painter's tape.
- ❖ In general, if something will likely leave permanent damage to a wall or any other surface, please use an alternative plan or seek CLC staff advice for a suggested alternative.

### **Food and Beverage**

Members and guests are invited to enjoy any food and beverages within the designated areas of the CLC.

**NO FOOD or BEVERAGES without caps** are to be taken into the gym, weight room, attic, media room, computer lab, or sound room, unless you have specific permission. Bottled water or sports drinks with a cap are permissible.

## **Keys**

Arrangements can be made to check out the appropriate keys for areas needed after normal business hours at the CLC. Each situation must be approved by the Director of Recreation. Keys will ONLY be checked out to adult members of FUMC who are considered the group contact person for a function or event.

**No duplicate keys may be made under any circumstance.**

*There will be a \$25.00 fee assessed if any key is lost and another key may be distributed if necessary.*

## **Lights**

The group coordinator is responsible for turning out **all** of the lights within the building prior to leaving after normal hours of operation.

## **Nursery Facilities**

A “cry/nursing” room is located in the CLC. This room is not for public use. It is designated for church and special events only. Approval to use this area is permitted only by the Director of Nursery Ministries and the Director of Recreation Ministries.

- ❖ The main church nursery is located in the education wing of the FUMC. The nursery facilities are designated for small children only.
- ❖ The use of these facilities must be coordinated in advance with the Director of Nursery Ministries, who shall maintain a separate fee structure for the provision of nursery services.
- ❖ Under no circumstances shall children and or youth be allowed in the nursery without adult supervision.

## **Posted Information**

A bulletin board is available upon approval for fliers and appropriate information. No other visual tools may be mounted, hung, taped, or tacked to any surface or furniture in or outside the CLC. Dry erase boards are available in the classrooms for this use. You may bring a display board, easel, or use table top stands to display your materials in your designated area only.

## **Smoking and Tobacco Use**

No smoking or use of tobacco is permitted in the buildings or around the entrances of the Christian Life Center.

## **Thermostats**

If you would like the temperature within a certain area/room to be changed, please notify a staff member. A staff person may train a group coordinator to operate the thermostats if needed.

**We are dedicated to the purpose of providing opportunities and an environment to strengthen the body and spirit of our entire church and then to carry the love of Christ to all people.**

## CLC Rental Policies & Guidelines

Fairhope United Methodist Church is pleased and honored to offer rental space to our members and the community. We are thankful for this gift that God has provided, and we want to share this gift. We ask that you assist us in being good stewards of this beautiful facility. Please take a moment to read all of the policies and guidelines established for the well-being of the property, the members of FUMC, and for all who participate in the resources this building has to offer.

- ❖ Rooms are booked on a first-come, first-served basis.
- ❖ All groups are required to complete a Rental Request Form. **Dates and rooms WILL NOT be officially booked until a Rental Request Form is submitted and a deposit has been paid.** Rental Request Forms are available at the CLC Administrative Office or online at [www.fairhopeumc.org](http://www.fairhopeumc.org) under Ministries/Recreation.
- ❖ EVERY event MUST be deemed and approved as appropriate to be held on our church campus. All events are given final approval by the Director of Recreation Ministries.
- ❖ Each group must have a **contact person** or coordinator who handles the appropriate forms, fees, and ensures that the policies and guidelines are followed.
- ❖ For rentals under \$200, a deposit of \$50.00 is required to secure the date and space in the CLC. For rentals of \$200 or more, a deposit of half of the total cost is required to secure the date and space. **If a deposit is not paid, the CLC reserves the right to give priority to another event on the same date/time requested with a paid deposit.**
- ❖ **Deposits must be paid within 10 business days after a Rental Request Form is submitted to secure the event.**
- ❖ All deposits paid will be considered part of the total rental fees.
- ❖ The balance of the rental fees must be paid no later than two weeks prior to the event.
- ❖ Event cancellation policy:
  - 60 DAYS PRIOR TO EVENT: deposits/rental fees will be refunded IN FULL
  - 30 DAYS PRIOR TO EVENT: deposits/rental fees will be refunded 50 PERCENT
  - 7 DAYS OR LESS PRIOR TO EVENT: registration fees will NOT BE REFUNDED

- ❖ A staff person, or someone designated by the FUMC Director of Recreation Ministries, must be on site during the planned event.
- ❖ Groups/ persons making reservations are responsible for the programming and equipment needs for their particular event. *CLC staff will be happy to work with groups in providing suggestions for planning functions.*
- ❖ Fairhope UMC strongly encourages that every group open and/or close the event with prayer.
- ❖ Groups/Individuals must ONLY use the areas that have been rented for their event.
- ❖ All trash and consumables must be placed in proper waste containers.
- ❖ Staff persons with designated supply/equipment storage should return all of their equipment to its appropriate space. Please DO NOT stack material in areas that are not designated.
- ❖ All CLC equipment and furniture must be utilized in the nature that it was designed. All furniture must be picked up when moved. Do not drag on the floors.
- ❖ Do not nail anything to walls, or areas surrounding the stage. We suggest using 3M hooks for hanging items. They come in various sizes and are easily removable without damaging wall surfaces.
- ❖ Only use painter's tape to hang lighter items on the walls.
- ❖ Do not use duct tape for anything. Duct tape is not easily removable, generally leaves a residue and pulls paint and other coverings from floors and walls. If you are taping cords/wires on the floor, please only use a 2" painter's tape.
- ❖ In general, if something will likely leave permanent damage to a wall or any other surface, please use an alternative plan or seek CLC staff advice for a suggested alternative.
- ❖ Promptly removing all decorations and materials is required at the end of the meeting or event.
- ❖ Groups are responsible for cleaning the space rented. NOT returning rooms to their original condition can result in an additional custodial fee, and/or future usage being denied.
- ❖ If any CLC kitchens are utilized, all equipment and surfaces MUST be well cleaned before leaving. Your group may be charged an additional fee if kitchens are not cleaned properly.
- ❖ No group or instructor may leave any items in the building overnight.

## **Supervision of Groups and Attendees**

The group contact/coordinator is responsible for maintaining proper conduct in the CLC and the surrounding campus. Each group must be supervised by a staff person, or someone designated by the FUMC Director of Recreation Ministries.

All groups meeting in the CLC must ensure that the attendees and their guests remain with the group at all times and use only the rooms that are reserved for the meeting or event.

- ❖ Noise levels should be held to a minimum in order to reduce interference with the activities of other groups using the adjacent areas.
- ❖ Be mindful of all guidelines and conduct at all times.

*Group coordinators must review and comply with Fairhope United Methodist Church's Youth and Child Protection policy. Coordinators must abide by the child to adult ratio standards.*

**Failure to comply with any CLC Policies and Guidelines can result in future usage being denied.**