

Policy & Guidelines for Use

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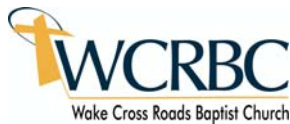


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01 Purpose

The purpose of the Recreation ministry at Wake Cross Roads Baptist Church (WCRBC) is to provide recreational activities and ministry that is designed to encourage Spiritual and Physical health to both the membership of WCRBC and the members of our surrounding communities. Our goal is to build relationships with others and to lead them in the process of Honoring God, Growing Biblically, Serving Together and Sharing Truth.

02 Participation

All participants must read the Policy and Guidelines information and sign a “Participation Agreement” form. Children, under 18, must have a parent or guardian come by the Recreation Outreach Center guest registration desk and sign this form. All children 14 and older must also read and sign the P.A. form.

- **Members** - Participation in the Recreation Ministry is open to WCRBC members and anyone who desires to use the facility to promote the above mentioned purpose. Eligibility will depend on willingness to abide by all Recreational Outreach Center (ROC) policies and procedures listed in the following information.
- **Children** – Children under 14 must never be left alone in the ROC without parental or adult oversight. As a Church-wide policy of WCRBC, no child or group of children must ever be left alone at a ministry function or in a Church facility without a minimum of two adult supervisors being present.
- **Guests** - Members are always encouraged to invite and bring guests. Those who are not members of WCRBC are invited and encouraged to participate in all of the recreational events at the ROC. Everyone must comply with all policies and procedures. Those who fail to comply will be asked to leave.

03 Supervision

- Safety is the first rule. Individuals should confer with their physician prior to beginning any exercise or walking program. There is no direct supervision so you exercise at your own risk.
- Fun is the second rule. Participants are here to have fun.
- Sharing Christ is the third rule. The first two must apply if they are even going to listen to the third rule. **Christ is the reason we have the facilities and HE has given us the able bodies to play and exercise.**
- Keys will be distributed to certain responsible parties. No one under the age of 18 will be given or issued a ROC key.
- The recreation area will be open only under the supervision of an adult (over 18) unless arrangements are approved prior to the event by the Minister of Recreation &

Assimilation. If anyone is found in the gym or other recreation area during non-operating hours without permission will be asked to leave and might possibly lose their privileges.

- Open play will occur only when structured activities are not being played. There is never to be any horsing around. Refer to rule one.

04 Entering and Exiting

- Supervising Volunteer is to be held responsible for unlocking and locking all doors in the ROC. Doors are to remain locked when not in use.
- Entrance is only allowed through the Main Entrance lobby. No one is to enter through the gym first or any other exterior entrance to the building. All participants must sign in at the Guest Registration desk.
- Designated emergency doors are for emergencies only; any other use may result in a suspension of participation in the facility. This also includes the doors going into the Worship Area of the church building.
- There should be no loitering in the parking lots or drop off areas.

05 Dress and Behavior

- The ROC is used to glorify God.
- The ROC is a ministry of WCRBC. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants will be in accordance with the vision and purposes of Wake Cross Roads Baptist Church.
- Shirts and shoes, along with other appropriate apparel, must be worn at all times.

06 Discipline

- Willful violation of any guidelines or regulations could lead to the loss of eligibility to participate.
- Infractions will be handled as follows:
 1. First infraction - warning, explaining rules and/or suspension.
 2. Second infraction - reminder, notification of parents (High School and below) and/or suspension.
 3. Third infraction - Parent Conference (High School and below) and/or suspension.

- Major infractions will be submitted on written reports to the Minister of Recreation & Assimilation.
- Serious discipline problems will be dealt with by the Recreation Ministry Team and may include contacting local law enforcement.

07 Items Prohibited (Recreation area as a whole)

The following items are not allowed in or on the property of Wake Cross Roads Baptist Church.

- Anything considered a weapon (i.e. gun, knife, etc.)
- Alcoholic beverages
- Tobacco products in any form
- Controlled substances/drugs
- Pets (unless they are service dogs)
- Anything that would distract from a Christian atmosphere.

08 Hours

- Hours of operation will be posted at the main entrance to the ROC. The ROC will be closed during any regular scheduled worship services.
- Due to seasonal events and a wide variety of ministry use, hours of operation may vary.
- Since the Recreation Ministry is a support ministry of Wake Cross Roads Baptist Church, the ROC schedule will not conflict with the WCRBC Master Calendar of Events.

09 Equipment

- Individuals or groups must check out equipment and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s).
- Equipment may be checked out for ministry activity use away from Wake Cross Roads, but must be cleared through the Minister of Recreation & Assimilation.
- Equipment must be returned to the same place from which it was checked-out and in the same condition as when it was issued.
- Outside personal equipment is not allowed without prior approval by the Minister of Recreation & Assimilation.

10 Liability

- Use of the ROC and all equipment will be at the risk of the participant.
- Wake Cross Roads Baptist Church does not assume liability or responsibility for any participant.
- Wake Cross Roads Baptist Church does not make any expressed or implied warranty of ministry premise, equipment, machinery, fixtures, or furniture. Notice of this fact will be posted on the premises for all participants' review.
- A "Participation Agreement" must be on file for all participants using the ROC. This must be renewed on an annual basis.

11 Safety and First Aid

- Any accident or injury must be reported immediately to the volunteer in charge and an accident report must be filled out.
- A First-Aid kit is available at the check-in desk.

12 Interpretations of Guidelines and Rules

- The Volunteer Staff and Recreation Ministry Team will be responsible for interpretation and enforcement of all guidelines and rules.
- Policies and procedures are reviewed periodically by the Recreation Ministry Team.
- Any situation not specifically covered in this list of guidelines and rules will be acted upon, if and when the need arises, at the discretion of the Minister of Family Life and/or the Recreation Ministry Team.

Specific Area Regulations of The ROC

13 Vending Area

The vending machines are for participant's convenience. They must be treated with proper care.

14 Equipment Rooms

- Equipment rooms are highly specialized areas. They are one of the most important areas of the ROC.
- Only authorized persons are permitted in these areas.
- Equipment is released to participants by authorized persons only. Some form of picture identification will be taken from the person checking out the equipment and will be returned when the item is returned.

15 Game Room

- Every game has proper rules. Players are expected to respect them. Any broken or damaged equipment must be reported to the volunteer in charge immediately.
- Game tables are properly placed so each game can be played without interfering with others. Do not rearrange, sit on, or place drinks on game tables.
- The Game Room equipment must be checked out at the Control Center and returned there. Equipment may not be taken out of the Game Room area. Extra Ping Pong balls may be purchased for .25 each.
- Children under 6th grade must be accompanied by parent/sponsor to use game tables.
- Please place trash in the proper containers.

16 Exercise Equipment Room

- No one under 16 is allowed in this room at any time. Students between the ages of 16 & 18 must be accompanied by a parent or guardian.
- Before using this area, a person must have an orientation session with a volunteer or the Minister of Recreation to understand the proper care and use of the equipment.
- This room is for developing physical fitness and should be used with that in mind.
- If others are waiting, please be considerate in your use of the equipment.
- Equipment may not be removed from the Exercise room at any time.
- No running or horseplay will be tolerated in the Exercise room at anytime.

17 Gymnasium

- Rubber soled shoes are required. No street or black-soled shoes allowed. Questionable shoes are to be cleared by the Activities Staff.
- Shirts or tank tops, along with suitable attire, are required at all times.
- Gym equipment such as a scoreboard clock, volleyball system, etc. will be operated by authorized persons only.
- Programmed activities have priority over open play.
- No food, drink, or refreshments are allowed in the gym area. (Exception is when concessions are sold during ROC sponsored activities like church wide events, Upward Basketball, etc.).
- Basketballs or volleyballs shall not be kicked.
- All equipment must be given proper care.

18 Track

- The rail side is for walkers and the wall side is for joggers. Fifteen (15) laps represent one mile. Always travel in the posted direction. (These change daily so check signs).
- This track is a conditioning track; racing is not appropriate.
- Basketballs, volleyballs, or any other type of athletic equipment is not allowed on the track.
- Children are not allowed on the track without a parent or guardian. Youth 12 years of age and older may use the track if they intend to use it for the proper reason.

19 Administrative Office

No one is allowed in the ROC Staff Office without prior approval.

20 Guest Registration Desk

- This area shall always be kept clean. Staff member on duty will be in charge and responsible for supervising and running the ROC.
- The phone is to be used for emergencies or calling for a ride. All calls are limited to three minutes. This phone has been restricted against long distance and 900 calls.

21 Men's/Women's Locker Rooms

- Locker room areas are designed for use in connection with gym and exercise use only. All other traffic is discouraged.

- We have a limited number of lockers and are available on a first-come, first-serve basis. Locks are provided at the Guest check-in desk for a rental fee of \$1.00 per use. No outside locks are permitted.
- All personal belongings should be removed from the lockers when the person leaves the building. At the end of the day, any locks remaining will be cut off and items will be placed in the Lost & Found.
- For safety reasons, no running, pushing or horseplay will be permitted. Children must not be allowed in these rooms without parent supervision.
- No food or drinks will be allowed in the locker rooms.
- Please report any problems (stopped up sinks, toilets, missing supplies, leaks, etc.) to the volunteer immediately.
- At no time shall a man or woman be found in an opposite sex locker room. Any actions which could be viewed as an "appearance of wrongdoing" shall be avoided. Common sense must also be used. This could result in immediate loss of privileges and other discipline.

22 Storage/Janitor/Mechanical Rooms

- These areas serve the entire Recreation Outreach Center. Proper usage is required.
- Only authorized persons are allowed in storage rooms.
- No food or drinks are allowed in the storage rooms.

23 Reservations

- Wake Cross Roads Baptist groups may make application to reserve specific areas of the ROC through the Church office. All reservations will be coordinated with existing schedule.
- Only organizations of WCRBC approved by the Minister of Recreation & Assimilation or other Ministerial staff may make reservations.
- All reservations must be made through the Church office at least two (2) weeks in advance by submitting a Request for Use form.
- All groups must have one adult who is in charge of the entire reserved program. If the group consists of minors, two adults will be required to supervise the program.

24 Kitchen

The Kitchen area is off-limits unless permission has been given by Minister of Recreation & Assimilation or other ministerial staff.

25 Functions

- The primary use of the kitchen facility will be for Church-wide functions such as banquets, meals for prayer meeting, visitation and other prearranged meal functions.
- Departments or small groups wishing to have a meal service function can make arrangements with the Church Office. It will then be determined, based on the size of the group, if the Fellowship Hall or the ROC will be used for the event.
- When Church ministries use the kitchen facilities for functions involving food, a representative of the Kitchen Committee needs to be present. The following situations will require Committee staff to be in attendance:
 1. Any meal where hot or cold food is served.
 2. Any meal where an outside caterer is used.
 3. Reception or meeting where light refreshments are served, and use of the Church's punch bowls, trays or other equipment is used.
 4. Any function where kitchen equipment, supplies or related needs are required.

Questions / Contact Information

If you have any questions about any of these Policies & Guidelines for Use, please call Mike Mallett at the church office at 266-2957 or The ROC office at 217-1299.

Thank you and we look forward to serving you and participating alongside you in this Recreation Ministry.

Wake Cross Roads Recreation Ministry Team, 2009