

**Family Life Center Policies**  
ByPass Church of Christ  
Idabel, Oklahoma

The ByPass Church Family Life Center is an extension of our church and we believe it will aid in all areas of our ministries. The following policies will govern the use of this facility:

**I. USE AND SCHEDULING OF FAMILY LIFE CENTER (FLC)**

A. The FLC is a ministry of the ByPass Church of Christ and will be closed during worship hours and other special events except for use by teachers and ministers for the specific purpose of ministry opportunities.

B. Adult supervision (21+) will be required for anyone using the FLC with participants 20 and under.

C. Doors will NOT always be open. Operational hours will vary as certain activities are seasonal. At NO time will the FLC be unlocked and unattended.

D. The second floor of the FLC is off limits unless prior arrangements have been made.

E. 1. The building must be scheduled in advance (2-week minimum, if possible) through the church secretary. Rental agreements will be signed for all non-church activities. In addition to a \$200.00 non-refundable Usage Fee, a \$50.00 refundable security deposit will also be required of anyone scheduling the facility for private, non-public, non-member activities.

2. Members of the ByPass Church of Christ will be asked to pay the refundable security deposit and a \$50.00 non-refundable custodial fee, but no Usage Fee.

3. If the building will be used for a community program, a \$50.00 Usage Fee will be required, with a \$50.00 refundable security deposit.

4. If the facility will be used over a period of multiple days, there will be a \$100.00 non-refundable fee charged for every day the facility is used, for non-member activities.

5. Cleaning guidelines will be issued when the agreement is signed. Immediate cleaning following the use of the facility is MANDATORY.

F. The responsible party for rental, payment and reservation of the FLC is the person who signs the contract agreement and adheres to clean-up responsibilities. No other person will be responsible for these duties except for that individual.

G. Each \$50 security deposit must have a date, time and event associated with that security deposit. Security deposits will be held for 3 months. If the security deposit is not used in that time period, it will be returned to the address located on the check.

H. When scheduling the facility, church activities and member use will take precedence over non-member use.

I. KEYS WILL NOT BE HANDED OUT. A representative of the church will lock and unlock facilities. That representative will inspect the facilities to determine if the security deposit is to be refunded. Damages should be reported immediately to the ByPass staff. Appropriate damages charges will be assessed. Failure to clean the building properly may also result in the withholding of the security deposit.

## II. DRESS AND BEHAVIOR

**The interest of the ByPass Church of Christ is to influence others for Christ. Therefore, the speech, dress, and conduct of participants in FLC activities will reflect the values of Jesus Christ in an attempt to provide a comfortable environment for all participants.**

### A. DRESS CODE

1. All participants are expected to dress modestly and act in a way as to influence others for Christ.
2. Shorts, skirts, and dresses shall be no shorter than that area where an individual's fingertips touch when arms are held down and to the side of the body.
3. Shirts must be either tucked in or else long enough that no area of the midriff is exposed.
4. See-through clothing will not be permitted.
5. Messages on clothing shall not include vulgar or profane words or messages or promote any illegal activity.
6. Shirts must be worn at all times.
7. Sagging or otherwise immodest pants will not be permitted.
8. During athletic events, tennis shoes must be worn. Shoes must contain no spikes, cleats, pebbles in shoe soles, etc., that could cause damage to the gym floor.

### B. BEHAVIOR:

**The FLC is a ministry of the ByPass Church of Christ. Therefore, we do have certain expectations concerning its use.**

1. The following will NOT be permitted:
  - a. Profanity or vulgar talk
  - b. Drugs or alcohol (possession of or being under the influence of)
  - c. Weapons
  - d. Tobacco in any form
  - e. Violence or excessive horseplay
2. Willful violation of any policy by anyone could lead to loss of eligibility to participate in activities conducted in the FLC.
3. A staff member or volunteer has the right to say "Stop" or "No" and participants shall follow such direction.
4. Christ-like speech, actions, attitudes and behaviors are expected on the part of each person.

5. Users whose behavior creates unsafe, hostile, or otherwise disruptive conditions will be asked to leave.

### **III. BUILDING USE GUIDELINES**

A. Church equipment, tables, and chairs, etc., are available on request. Audio/Visual equipment may only be run by qualified church personnel and may require an additional fee.

1) All white plastic tables (round and long) and new chairs will remain in the building at all times and may be requested for set up inside the building. Older tables and chairs ONLY may be requested for use outside the building.

B. Restrooms must be kept clean.

C. There shall be no furnishings of any kind removed from the building without permission. All requests must be made thru the office.

D. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, etc., from walls or windows, ONLY USE 3M Wallsaver removable Poster Tape!

E. All cleaning supplies must be returned to their original place, and all mops must be thoroughly rinsed and stored properly.

F. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility and damage must be reported to the staff or representative of the ByPass Church of Christ.

G. No outside equipment/toys are permitted inside the FLC at any time. This includes, but is not limited to, items such as bicycles, roller blades, roller skates and skateboards.

H. Thermostats are to be turned off when participants leave. If thermostats are re-adjusted, be sure to return them to their original setting.

I. All lights must be turned off prior to vacating the building.

### **IV. GYMNASIUM REGULATIONS**

A. Scheduled activities will be given priority over free play.

B. Kicking basketballs or volleyballs, slamming them on the floors or walls, or hitting tennis balls will not be permitted.

C. No items are to be on the gym floor that could cause damage (i.e. spikes, or cleats, pebbles in shoe soles). Wood and metal objects should be protected.

D. Gym floor must be swept when activities are complete.

E. Tables and chairs are to be stored properly.

F. Sports equipment is to be stored properly.

G. Make sure bathrooms are clean, all toilets have been flushed, and lights are off.

## **V. PARKING**

A. Handicapped parking will be reserved as intended.

B. Vehicles must be parked in marked places.

## **VI. KITCHEN/DINING AREA: (The only area where food and drinks are permitted)**

A. The kitchen is open for use by anyone eligible to use the FLC.

B. Groups using the area and supplies will be responsible for replacement of broken or lost utensils or tableware.

C. Only those with proper training or expertise should operate kitchen appliances.

D. All items in refrigerators and pantries are property of ByPass Church of Christ and are not for general use.

E. Provide your own paper products--items in cupboards, pantries, and refrigerators are not for general use.

F. Dispose of all leftovers. Do not leave any items you've brought in the refrigerator

G. Any equipment or appliances used must be returned to its proper place.

H. Wash all dishes, utensils, and containers and return them to their storage areas.

I. Sweep and mop floor if necessary.

J. Remove all trash to dumpster at the rear of the building.

K. Turn off all lights when you leave.

## **VII. COMPUTER USE**

(NOT APPLICABLE)

## **VIII. LOST AND FOUND**

A. The lost and found items will be kept in the office area for 30 days only. The method of disposal after that time will be at the discretion of the Bypass Church of Christ.

B. Participants are encouraged to personalize all clothing, equipment, etc.

## **IX. LIABILITY**

**The use of the ByPass Church of Christ Family Life Center will be at the risk of the participant. The ByPass Church of Christ does not assume liability or responsibility for any participant. The ByPass Church of Christ does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furnishings. User groups are responsible for the actions of all members of said group.**

**We will not rent or provide use of this building for any activities that are not in agreement with the teaching of the Bible and the beliefs and doctrine of the ByPass Church of Christ. We have the right to refuse service to anyone who rejects said policies.**

*\*Please check with church secretary for any updates and or changes to this policy. Any changes or updates made to this policy supersedes and replaces any or all policies written therein.*