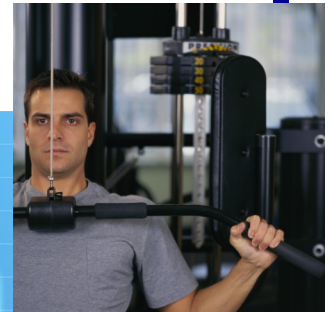
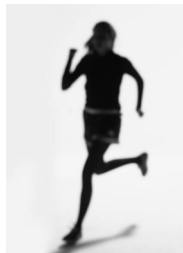


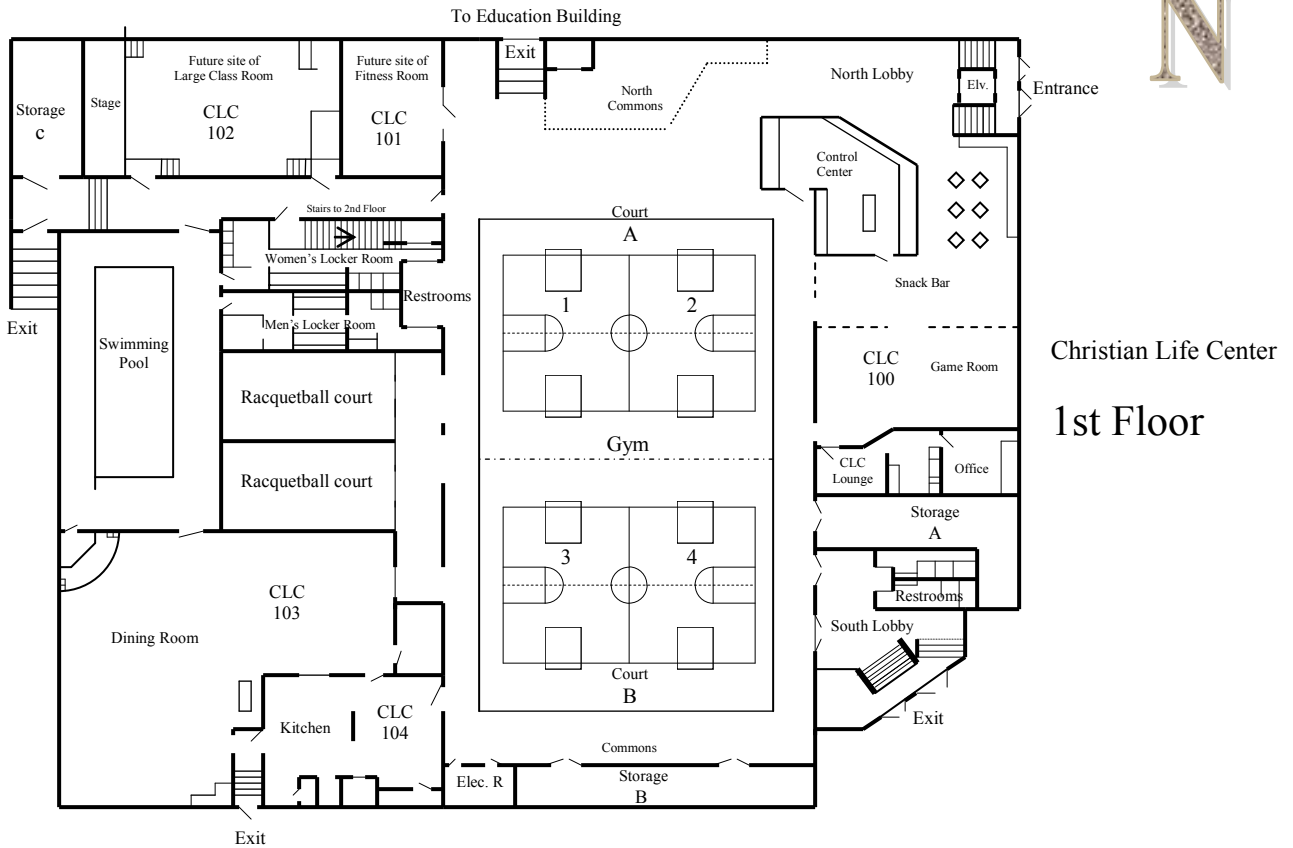
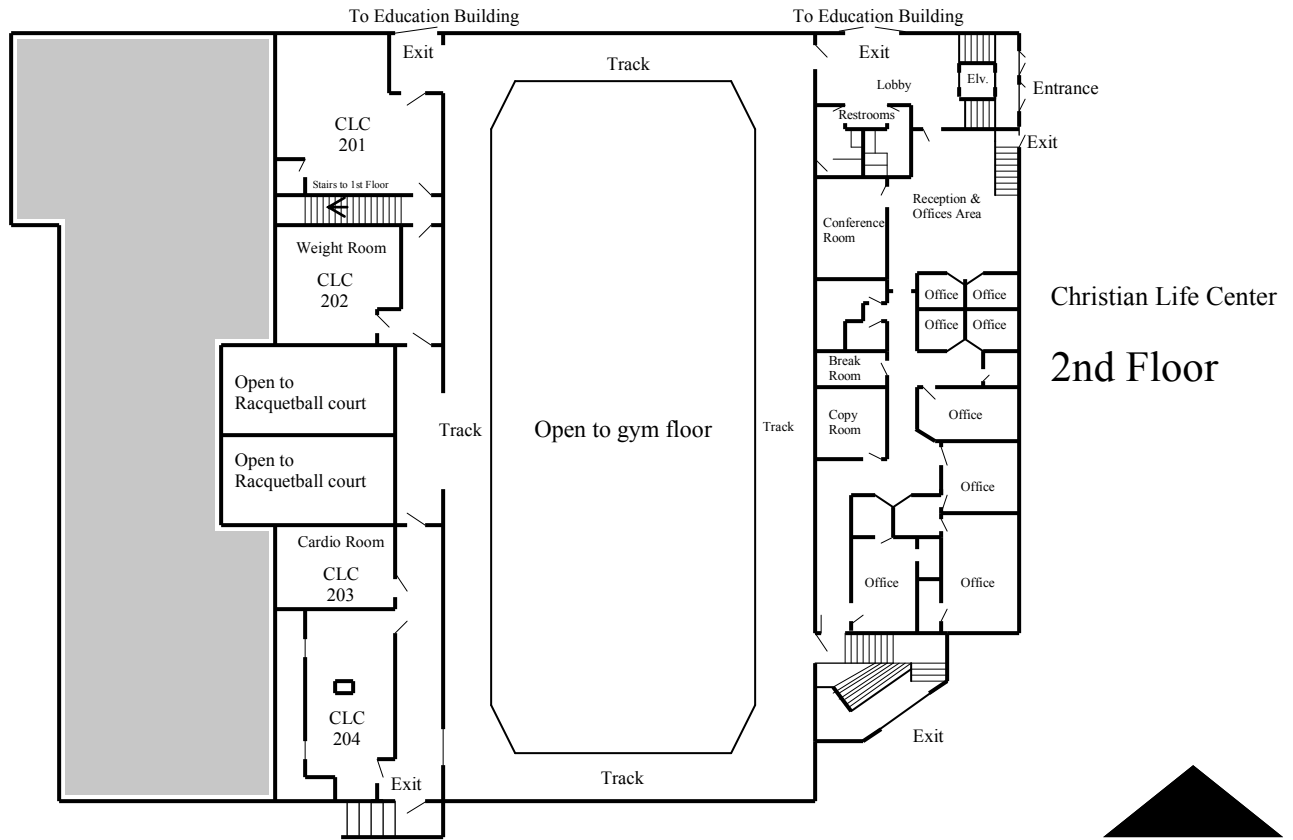
**Immanuel Baptist Church**

**CHRISTIAN LIFE CENTER**

**1415 S. Topeka, Wichita Kansas 67211**

# Policies & Procedures





## On Mission...

*19 “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*

***Matthew 28:19 & 20***

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# Policies & Procedures

## Participation

1. Participation in the *CLC* is open to active Immanuel members and their guests. (See visitors and guest)
2. Children ages 10 & 11 are considered underage but may use the facility without being accompanied by parent or guardian as long as the parent or guardian is **in the CLC**. This does not mean in any other part of Immanuel buildings.
3. Underage children are age 9 and younger and must remain with parent or guardian while in the *CLC*. This means parent or guardian must stay in the area the child is in at all times.
4. Youth age young adults ages 12 to 17 may use the facility without parent or guardian present. This age group may bring in up to two non-member guests to participate in the facility activities. However, the non-member guest must be 12 or older.
5. Parent or guardian must be 18 or older to supervise underage children. (11 and under) **No exceptions.**

## Guest

These are individuals or groups not affiliated with Immanuel who are hosted by an active CLC member or participation in a scheduled activity. Guests will be asked to fill out a registration and facility waver card. Guests must remain with their host and leave when their host leaves. Host are responsible for their guests' conduct and use of equipment.

## Visitors

These are individuals or groups not affiliated with Immanuel who are allowed to participate only in the following *CLC* organized programs.

Aquatic Classes, Walking & Jogging Track, Walking Program,  
Basketball Night, Volleyball Night, Racquet ball, and Upward

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## Registration & Check-in

1. All Members and Guests must check-in and sign in at the Control Center Counter.
2. All Guests must fill out a guest registration card and sign a liability waiver before participating in any activities in the facility. We must have an emergency contact phone number for all guests.

## Dress & Behavior

1. Each person's dress and conduct should be in keeping with our Christian beliefs.
2. Profanity is not acceptable.
3. Smoking or use of tobacco products is not acceptable.
4. Gum is not allowed anywhere in the CLC.
5. Dress should be modest and appropriate.
  - A. Shirts and shoes are to be worn at all times.
  - B. Short shorts, halter tops, and half-shirts are not permissible.
  - C. Tank tops, body suits, bike shorts, jogging shorts, and spandex-type clothing are not permissible.
  - D. Swimwear is required when swimming but is not permitted elsewhere in the CLC. (See Swimming Pool page 10.)

## Discipline

1. Willful disregard of CLC Policies & Procedures could lead to loss of participation privileges.
2. The Volunteer Staff on duty has the authority to: Ask anyone to stop what they are doing... Leave the CLC... Call parents or guardian if necessary...

## **Items Prohibited**

The following is **not** allowed in the CLC:

1. Chewing gum
2. Any tobacco products
3. Anything considered to be a weapon
4. Alcohol or controlled substances
5. Outside food or drink
6. Pets

**All Food and Drink must remain in designated area.**

## **Equipment**

1. Equipment is checked out from and returned to the Control Center.
2. Individuals or groups are responsible for equipment or property damaged due to abuse, being lost, or stolen.
3. Underage children 9 and younger may not check out equipment.

## **Accidents, Injuries, and Liability**

1. All possible care and precautions have been taken for the safety of each individual using the CLC. In the event of an accident or injury, Immanuel Baptist Church will not be held liable.
2. Families or individuals are responsible to provide their own personal health and accident insurance.
3. Use of the CLC and all equipment will be at the risk of the participant.
4. Immanuel Baptist Church does not assume liability or responsibility for any participant engaged in any church sponsored activity.
5. Immanuel Baptist Church does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures, or furniture.

## **Fees - Maintenance & Upkeep**

1. There are fees charged for some activities to help defray the operating expenses, pay instructors, and maintain equipment in good working condition.
  2. A Fee schedule is posted at the Control Center.
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## **Lost & Found**

1. Immanuel Baptist Church will not be responsible for lost or stolen items.
2. Lost & Found items are kept at the Control Center.
3. The Benevolence Committee will distribute items left after two months.

## **Reservation**

1. Reservations are made through the CLC Activities Ministry Director @ 316.262.3939.
2. Some reservations require a fee to cover operation expense.
3. Outside group reservations are limited.

## **Interpretation of Rules**

1. Policies and procedures are reviewed periodically.
2. Volunteer Staff on duty will be responsible for interpretation and enforcement of all rules.

## **Hours**

**Operating Hours will be posted at the Control Center and printed in the monthly newsletter.**

**Operating Hours will vary at times due to holidays and other scheduled activities and church events.**

**Volunteer Staff has the authority to close the CLC early due to: lack of participation that evening or bad weather conditions.**

You can also find more information on our web cite at [ibwichita.com](http://ibwichita.com)

# Activity Areas & Regulations

## Control Center

1. This is a restricted area and only Volunteer Staff on duty should be in the Control Center.
2. Children are not permitted in the Control Center.

## Snack Bar Concessions

1. Food and Drinks are restricted to the Snack Area only. NO Food or Drinks may be taken to other areas of the CLC unless given permission from CLC Director or Staff on duty.
2. No outside Food or Drinks are allowed in the CLC unless special arrangements have been made through the CLC Director.

## Game Room

1. Equipment is to be checked out and back in at the Control Center.
2. Each person is responsible for damage or misuse of equipment.
3. No Food or Drinks are allowed in the Game Room.
4. Coin Video games are not the property of the CLC. Use of games are at your own risk. Immanuel or the CLC is not responsible for loss of money.

## Activities Ministry / CLC Director's Office

1. Office is located south of the Game Room.
2. While Director is in, doors are open and everyone is welcome.

## Commons

1. Commons are located north of the Gym and serve as an access to other areas in the CLC. Commons are also a gathering place and spectator area.
  2. Running or reckless behavior is not permitted.
  3. Food or Drinks are not permitted in the commons.
-

## **Gym / Courts**

1. Everyone must check in at the Control Center.
2. Non-marking court shoes are required.
3. Full-length shirts or basketball tops will be worn at all times.
4. Avoid contact with divider curtain.
5. Gym equipment will be set up or moved by Volunteer or Staff on duty.
6. NO Food or Drinks are allowed on or around Gym floor.
7. Personal equipment must remain behind the Control Center.
8. No tape of any kind may be placed on the Gym Floor.

## **Racquetball Courts**

1. Everyone must check in at the Control Center.
2. A small fee is required.
3. You may make a reservation for the court or walk in and use if not in use.
4. Courts are limited to one hour. However, if no one has reserved the court or no one is waiting to use court you may play for an additional hour.
5. Rental equipment may be checked out at Control Center
6. Eye protection is required.

## **Walking & Jogging Track**

1. Everyone must check in at the Control Center.
2. Access to the track is through the exit door located on the west wall just north of the Locker Rooms & Restrooms.
3. Slow walkers and joggers use the wall-side while faster joggers and runners use the rail-side.
4. 9 laps equal 1 mile.
5. You may check out a lap counter at the Control Center.

## Fitness Rooms

1. Everyone must check in at the Control Center.
2. Doors remain locked. You will receive a key when you check in at the Control Center.
3. Participants must attend a Fitness Orientation Class and must be 14 years of age or older. Children 12 & 13 may use the room only accompanied by a parent or guardian. (*Orientation Classes are by sign up only and are held on the 1st Monday of each month please call to director to sign up.*)
4. There is a small fee to use the Fitness Rooms.
5. Dress code for the Fitness Rooms:
  - A. Shirts must be worn at all times and must be full length in the body and have sleeves.
  - B. Shorts are acceptable but must be mid-thigh in length.
  - C. Shoes with non-slip soles. Hard soled street shoes are not permitted.

## Swimming Pool

1. Pool is only open for small group reservations and Aquatic Swim Classes. (Water Aerobic & Arthritis Water Exercise Class.) Pool remains locked until lifeguard or instructor arrives.
  2. LifeGroups and outside groups may reserve the pool for their groups. Reservations are made by calling the CLC Director.
  3. Enter the pool through the Locker Rooms.
  4. Everyone must shower before getting into the pool.
  5. One-piece swimming suits or swimming trunks are required.
  6. Only proper swimwear is acceptable. No Gym shorts, street shorts, running shorts, cutoffs, or two-piece suits.
  7. The only time a lifeguard is on duty is for special group reservation.
  8. One person on diving board at a time.
  9. No-running, rough play, chicken fights, or towel snapping allowed.
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## Locker Rooms

1. Men's & Women's Locker Rooms are located to the west of the Gym.
2. Underage children need to be closely supervised.
3. There are lockers available for your daily use. If you choose you may rent a locker with a combination lock for \$10 a year.
4. If you choose to bring in your own lock you must take it home with you each day. Otherwise the lock will be cut off.
5. Rental lockers are to be kept clean.
6. For rental see the CLC Director.
7. Showers are available only to those who are participating in a CLC activity.  
(If you forget a towel you may rent one for a fee of \$ .75)

## Dining Room & Kitchen

1. Scheduling and reservation are made through the CLC Director.
2. This room has regularly scheduled church events throughout the year.
3. LifeGroups and church sponsored groups are allowed to reserve the room when available.

## Service Volunteers

1. The CLC is run by a great group of volunteers. We are always looking for our members to help serve in the CLC. God has called each and everyone of us when we became Christians to Serve. This is a great way to Serve at Immanuel.
2. If you are interested in serving in the CLC. Please contact the Christian Life Center Director @ 316-262-3939 or [tbroussard@ibcwichita.com](mailto:tbroussard@ibcwichita.com)



# IMMANUEL

## CHRISTIAN LIFE CENTER

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