

Hunter Street Baptist Church

Recreation Center Policies & Procedures Manual

**Carey Keiger
Minister of Recreation**



Forward

At Hunter Street Baptist Church it is our passion “to love God, love people.” Therefore, the Recreation Ministry plans to use the Recreation Center as a means of sharing the truth, love, and grace of our Lord and Savior, Jesus Christ. We seek to provide quality recreation in a Christian setting, not only to strengthen the family of faith, but also to reach those who do not have a church home or who do not know Jesus as their personal Lord and Savior.

In order to meet the recreation needs of a wide range of participants, it is important to have a written set of standards and guidelines for daily operation. These policies and procedures are our guidelines for operating a smooth, safe, and effective program. Please read this handbook and become familiar with our operating procedures.

We have been entrusted with a great tool of ministry. So let us continue in our faith by committing the Recreation Center and its ministries to be Christ-centered and pleasing in His sight.

Serving Christ Together,

Carey Keiger
Minister of Recreation

Table of Contents

General Information	5
• Hours of operation	
• Check In/Out Procedure	
Participation	6 - 8
• General Membership	
• HSBC Membership	
• Guest	
• Visitors	
• Community Participants	
• Fitness Center Participants	
• Aerobics Participants	
Facilities & Equipment	9 - 13
• Welcome Center	
• Snack Area	
• Game Room	
• Fitness Center	
• Walking/Jogging Track	
• Aerobic Room	
• Gym	
• Legacy Park	
Registration & Scheduling	13
• Registration	
• Recreation Facility Reservations	
Ethics & Liability	14 - 16
• Dress & Behavior	
• Prohibited Items	
• Discipline	
• Liability	

MINISTRY

The Recreation Center exists to glorify God and reach people for Jesus Christ. As a result, the recreation staff and volunteers will speak openly and freely of their relationship with Christ with both members and guests. The relationships, programs, and activities of the Recreation Outreach Center serve as a ministry of Hunter Street Baptist Church to the body of Christ and the lost.

GENERAL INFORMATION

HOURS OF OPERATION

- MONDAY, TUESDAY, THURSDAY 5:45 AM – 9:00 PM
- WEDNESDAY 5:45 AM – 5:00 PM
(gym floor closes at noon)
- FRIDAY 5:45 AM – 6:00 PM
- SATURDAY 8:00 AM – 12:00 NOON
- SUNDAY Closed
- HOLIDAY CLOSINGS

Closed on major national holidays; notices placed in all Hunter Street Baptist Church publications and signs around the Recreation Center.

CHECK IN/OUT PROCEDURE

1. When entering The Recreation Center (for any reason other than Sun-days), everyone must check in at the welcome center.
2. You must sign in and present your key tag each time you enter the Recreation Center.
3. Your key tag serves as your Rec Pass. You must have one to access the fitness center. Participants that are involved in one of our programs do not have to present a key tag. Children under the 9th grade will not be issued a key tag.
4. Key tags can be obtained at the welcome center at a cost of \$5.00; replacement tags are \$2.00.

PARTICIPATION

GENERAL INFORMATION

1. Participation in the Rec is open to all Hunter Street Baptist Church members and anyone enrolled in a church-organized ministry who is in the 9th grade or above, prospects, visitors, and other guests.

- Under-aged children are 6th grade and under. Under-aged children must be accompanied by a responsible adult. Responsible adults are those individuals who are 21 years of age or older. It is the right of the Recreation Staff to use their judgment to deem individuals not to be responsible adults.

- Under-aged children may utilize the game room or gym if their parent or guardian is in a class or the Fitness Center.

- Under-aged children may be enrolled in a program that is supervised by the recreation staff and will not be required to be accompanied by their parent or guardian.

2. Eligibility to participate will depend on an individual's willingness and/or ability to abide by all policies and procedures.

3. All participants are required to fill out a membership or guest form.

4. All registered and eligible participants will receive a membership key tag (\$5.00 charge).

5. All participants must register their attendance by scanning in and presenting the key tag at the welcome center.

RECREATION MEMBERSHIP

A participant is considered a member by the following:

- Has joined Hunter Street by profession of faith or transfer of letter and is actively involved in Bible study and worship.
 - Is an enrolled member of Sunday School at Hunter Street.
 - Is a college student who is actively attending Sunday School and worship at Hunter Street Baptist Church.

GUESTS

1. Recreation members are urged to bring guests.
2. A Rec member may bring one guest but must work out side-by-side with that person. If the guest is using the Fitness Center, they must watch the orientation video! The guest will need to complete a visitor's card. A guest may receive a trial membership card for a limited number of visits.
3. A Remember may bring up to two guests for general play, such as open basketball or family time. The HSBC member is responsible for each guest at all times!
4. A guest (non-Hunter Street member) is not allowed to bring a guest to play basketball or to work out in the Fitness Center.
5. Guests are individuals who are not enrolled in the Rec or its programs but are hosted by an Hunter Street Baptist Church member. Guests are subject to all Rec policies and procedures.

VISITORS

1. Visitors are individuals who are with outside groups, such as teams or spectators from other churches, traveling groups, or clubs.
2. Visitors are the responsibility of the church or group with which they came.
3. Visitors are to stay in the particular area where their group is participating and are not allowed free access to the entire Rec. Visitors will not be permitted to use the fitness center.
4. Visiting groups wishing to utilize the Rec after normal business hours must be given permission by the Minister of Recreation. A fee will be charged for any overnight stays.
5. Visitors must comply with all policies and procedures.

COMMUNITY PARTICIPANTS

1. Hunter Street Baptist Church welcomes the community to become involved in our structured recreation programs.

2. Community participants are those persons who are not Hunter Street Baptist Church members and may attend another church.

3. Activities available to the community are:

- Open basketball
- Seasonal sports leagues
- Craft or special interest classes
- Walking/jogging track
- Fitness Center—when accompanied by a Hunter Street Baptist Church member
- Note: Please inquire at the welcome center for program times and fees.

FITNESS CENTER PARTICIPANTS

1. All participants must complete the fitness orientation video and membership form before accessing the Fitness Center.
2. Participants must be in the 9th grade or older (you may not go upstairs unless you are in the 9th grade or above).
3. All Fitness Center participants must abide by the Fitness Center Policies. Please see the section on Fitness Center policies on page 8 of this manual.
4. The Recreation Center employs personal trainers for the Fitness Center. These personal trainers are available for hire by our participants. When using our facility, participants may not use any other personal trainer who is not employed by Hunter Street Baptist Church.

AEROBICS PARTICIPATION

1. All participants must complete the membership form or a visitor's card before accessing the aerobics room.
2. All participants must pay a \$3.00 fee per class or \$20.00 per month. The first class is free.
3. All participants must be in the 9th grade or older.
4. Childcare is available Monday through Friday, mornings only, 8:00-11:00 AM, at a cost of \$2.00 per hour.
5. Childcare cards must be purchased at The Recreation desk.

FACILITIES & EQUIPMENT

WELCOME CENTER

1. The welcome center is a highly specialized area. Only Hunter Street Baptist Church staff is allowed in this area.
2. The welcome center (front desk) is the “hub” of the entire Recreation Center. The staff is able to monitor activities within the Rec via cameras from this area.
3. The welcome center is our control and information area. Questions concerning programs, facilities, or equipment can be answered in this area.
4. When entering the recreation center for any reason, everyone must sign in at the welcome center upon arrival.
5. When leaving, please sign out at the welcome center.
6. First aid supplies can be obtained, when needed, at the welcome center.

EQUIPMENT AVAILABLE AT THE WELCOME CENTER

1. Bath and workout towels
2. Lap counters for the track
3. Locks for the lockers (day use only)
4. General recreation equipment for the game room and gym
5. First aid

Note: We ask that you lend us your keys while we lend you a pass key, lap counter, or general recreation equipment.

SNACK AREA

1. Food and drink are to stay in the designated snack area located in front of the vending machines.
2. Tables and chairs located in the snack area are not to be removed. Tables and chairs are to be used for their designed purposes.

GAME ROOM

1. Food and drink are not permitted on the game room equipment!
2. Table game equipment is to be checked out at the welcome center.
3. Participants may be asked to exchange some sort of collateral for game room equipment.
4. Please respect those persons around you while playing in the game room.
5. All game room equipment must be treated with respect, as if it were your own. Participants are responsible for damaged or lost equipment and must replace equipment.
6. If equipment is not being used properly, it will be the right of the recreation staff to revoke game room equipment privileges from individuals. Possible removal and/or restriction from the game room may accompany this action.
7. No outside games are allowed to be played on Recreation equipment; games played must be supplied by The Rec staff.

FITNESS CENTER

1. All fitness center participants must watch an orientation video and fill out a membership form.
2. Only Hunter Street Baptist Church members, or authorized guest with member, may use the fitness center.
3. Please do not bang weights!
4. Personal fitness sheet should be filed in the file cabinet when workout is complete. Blank fitness sheets are available at the welcome center.
5. Please report any damaged or malfunctioning equipment to the recreation staff.
6. Christian music, as background music, may be requested at the front desk.
7. Children under the 9th grade are not allowed in the fitness center at any time! No exceptions!
8. Be sure you have signed in at the welcome center.

9. Modesty Policy: Loose tank tops or T-shirts and cover shorts are required at all times when wearing lycra/spandex undergarments.

10. Only water bottles with closing lids are allowed in the fitness center. No other food or drink is allowed outside the snack area.

11. Towels are available at the welcome center. Please remember to deposit them in the hamper located at the welcome center before you leave.

12. Lockers are for day use only.

13. Please clean up after yourself. Remember to take your belongings with you.

14. First come, first served on the fitness equipment. Please be considerate of those who might be waiting a turn.

15. Athletic shoes must be worn at all times. No "open-toed" shoes are allowed.

16. Please wipe down equipment after use! Gym wipes are available in the fitness center.

17. CLOSED on Wednesdays at 5:00 PM.

WALKING / JOGGING TRACK

1. The track is available for eligible participants.

2. Participants must have filled out a membership form or visitor's card to use the track.

3. Children under the 9th grade are not allowed on the track at any time unless otherwise stated by the recreation staff.

4. Mothers who are strolling babies must stop walking if walkers or runners are on the track! At busy or peak times of the day strollers are not permitted on the track. This will be at the discretion of the recreation staff.

5. There are 16 laps to a mile.

6. Sitting or leaning on the railing or spectating is prohibited at all times.

7. Recreation equipment is not allowed on the track.

8. Absolutely nothing may be thrown to or from the track.

9. No food or drink is allowed on the track.

10. Individuals using the track must adhere to the direction signs.

AEROBICS

1. All participants must complete a membership form or visitor's card before accessing the aerobic room.

2. Modesty Policy: Loose T-shirts or tank tops and shorts are required at all times when wearing lycra/spandex undergarments. Exception: Cover shorts may be removed for workout.

3. Only the aerobics instructors or other qualified individuals should operate the sound system.

4. For aerobics schedules, inquire at the welcome center.

5. Children under the 9th grade are not permitted in the aerobics classes during sessions.

GYM

1. Programmed activities will be given priority over free play.

2. For a detailed gym schedule, inquire at the welcome center.

3. No hard-soled shoes on the gym floor.

4. Shirts must be worn at all times. All clothing should be worn appropriately (i.e., no shorts pulled down too low, where under shorts are showing).

5. No food or drink on the gym floor; bottled water only. No gum!

6. Only basketballs from the Rec can be used in the gym; no outside balls!

LEGACY PARK—HUNTER STREET SPORTS COMPLEX

1. Legacy Park is located on Hwy. 150, 7.2 miles from Hunter Street, toward Bessemer.

2. Only Hunter Street programmed activities are available at Legacy Park.

3. No alcohol, tobacco, or controlled substances are allowed.
4. No pets are allowed.

REGISTRATION & SCHEDULING

REGISTRATION

1. Registration for all activities is located at the welcome center.
2. Payment for activity is due upon registration to secure position.
3. Registrations received with no payment will not be secured.
4. Refunds are available. However, the policy may vary from one event to the other.

RECREATION FACILITY RESERVATIONS

1. Hunter Street Baptist Church groups may request to reserve specific areas of the Recreation Center (i.e., patio, courtyard, GP) through The Recreation office. All reservations will be coordinated with the existing church schedule.
2. All programs or usage of The Rec requires the presence of a Recreation staff member.
3. Reservations must be made at least two weeks in advance.
4. The group or organization is responsible for seeing that the area of the Rec that was used is clean.
5. All groups must have adequate supervision. The following ratio of adults to children is recommended:
 - Under grade 4 (1 adult to 4 children)
 - Grades 4–10 (1 adult to 7 children)

ETHICS & LIABILITY

DRESS & BEHAVIOR

1. The Recreation Center is used to glorify God and reach people for Jesus Christ. The programs and activities of the Rec are a ministry of Hunter Street to the body of Christ and the lost. The body of Christ at Hunter Street Baptist Church should be a reflection of the character and values of our Lord and Savior. We are to be salt and light. Therefore, our speech, dress, and conduct should be an encouragement to those around us and never a hindrance or stumbling block.
2. Clothing: Appropriate clothing must be worn at all times. Appropriate shirts include shirts and tanks which fully cover the chest and torso. Inappropriate shirts include cut-off shirts, short aerobic tanks, and sports bras. Any print or writing on clothing must be fitting for a Christian environment. Clothing with alcohol or tobacco advertisements, obscene or suggestive language, etc., will not be permitted.
3. Speech: We should seek to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated.

PROHIBITED ITEMS

1. These items are not allowed in or on the property of the Rec: tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, or anything that would detract from a safe, Christian atmosphere.
2. At times there will be events that require food in prohibited areas. In these instances the policy is waived and special precautions and procedures will be employed to assure proper food handling.
3. Food and drink will be allowed only in designated areas such as the snack area or specified rooms.

DISCIPLINE

1. Willful violation of any policies or rules could lead to loss of eligibility to participate in the Recreation Center.
2. Infractions will be handled as follows:
 - First infraction: Warning and explanation of the rules
 - Second infraction: Reminder, notification of parents (if a minor), and/or suspension
 - Third infraction: Parent conference (if a minor) and/or suspension
3. A major infraction will result in a written report turned in to the Minister of Recreation and/or immediate suspension. Parental notification for minor children will take place.
4. The Minister of Recreation and Recreation Staff will be responsible for the enforcement and interpretation of all policies of the Recreation Center.
5. Any situations not specifically covered in this list of policies will be acted upon if and when the need arise, at the discretion of the Rec professional staff.
6. All conduct in the building or in any program sponsored by the Recreation ministry is to be consistent with Biblical teachings.

LIABILITY

1. The use of the Recreation facilities and all equipment will be at the risk of the participant.
2. HSBC does not assume liability or responsibility for any participant.
3. HSBC does not make any expressed or implied warranty of the premises, the equipment, machinery, fixtures, or furniture.
4. Lost and Found is located at the welcome center. Lost items will be returned to the owner when requested and properly identified. Periodically, lost and found items will be donated to charity.
5. Participants are encouraged to consult their physician before participating in any physical activity offered at the Rec. All membership forms require medical information; clearance from a physician may be deemed necessary by the Rec staff.