

## **WALNUT STREET BAPTIST CHURCH ACTIVITIES BUILDING USAGE POLICY**

*The Activities Building consists of the bowling alley on the 4th floor, the gymnasium and other rooms on the 3rd floor and the skating rink, game room, prayer room and multipurpose room with breakout rooms on the 2nd floor. (The dining room is located on the first floor and has its own guidelines.) These guidelines are an expansion of the church Bylaws Article XVI Facility Usage Policy specific to the use of the Activities Building.*

- 1. All requests for usage of any of the floors must be requested in writing by completion of the "Church Facility Request Form" (CFRF) and submitting said form to the church office for consideration at the weekly ministerial staff meeting, usually held on Tuesday. The ministerial staff will review requests for determination of any conflict with calendar scheduling or church policy. The request will then be presented to the activities committee for final approval.*
- 2. Walnut Street Baptist Church event requests will be given priority.*
- 3. No activities will be scheduled during worship services or other regularly scheduled services of the church.*
- 4. Requests for private parties will only be approved for church members. (A church member cannot reserve the facilities for use by non-church members.)*
- 5. All non-WSBC events must have WSBC volunteers to provide a Walnut Street presence and to supervise use of the facilities.*
- 6. Any plans for decorations must be described on the CFRF. No tacks, pins, nails, tape or glue can be used on the walls and trim. Decorations cannot be hung from the ceilings.*
- 7. There should be one adult/five (5) children/youth at each activity. The number of children/youth per each adult should be noted on the request form.*
- 8. No alcohol, drugs, or tobacco use, including e-cigs, is permitted in the activities building.*
- 9. With the exception of skates in the skating rink area, no skates, skateboards or rollerblades are allowed in the building.*
- 10. Other than service animals, no animals are allowed inside the activities building.*
- 11. All music for events must be approved by the ministerial staff.*
- 12. Heating, cooling, lighting, A-V equipment may be controlled only by church designated person.*
- 13. No church property may be removed from the premises.*
- 14. All accidents are to be reported to the volunteer in charge. The incident/accident form is to be completed and submitted to the church office.*
- 15. First Aid kits are available on each floor.*
- 16. Selling of concession items is not permitted.*
- 17. Cooking is not permitted on the second, third or fourth floor of the activities building. The event planners are responsible for providing any food/drink. Food/drink are only permitted in designated areas.*
- 18. The person in charge of each event is responsible for leaving the facility as found. Any broken or damaged property should be reported to the volunteer in charge at the activity. There will be a walk-through with a volunteer before and after the event.*

## **ADDITIONAL GUIDELINES**

### **SKATING RINK (2<sup>nd</sup> floor)**

1. A trained volunteer will be responsible for management of the skates when the rink is in use.
2. Only persons with skates will be allowed in the skating rink room.
3. Reception area is available for those who are accompanying skaters.
4. Socks are required when wearing skates.
5. Christian music is the only music permitted.
6. Running, pushing or other bad behavior is not allowed in the skating rink. The adult supervisor needs to ask any person not adhering to the rules of the rink to leave and sit out for a designated period of time.
7. Skates are to be returned to the window afterwards.
8. Food or drink is not permitted in the skating rink.

### **PRAYER ROOM (2<sup>nd</sup> floor)**

1. The prayer room will be available when activities are in session.
2. Please respect the purpose of the room.
3. Food or drink is not allowed in the prayer room.

### **GAME ROOM (2<sup>nd</sup> floor)**

1. A trained volunteer will be present in the game room when it is in use.
2. Running, pushing or other bad behavior is not permitted in the game room. The adult supervisor needs to ask any person not adhering to the rules of the game room to leave and/or sit out for a designated period of time.
3. Only children of appropriate height will be allowed to play the table games. (There is a measuring device available.)
4. The Wii room will also be monitored by an adult when in use. Time limits may be necessary when there are several who wish to participate.
5. Food/drink is not permitted in the game room.

### **MULTIPURPOSE ROOM WITH BREAKOUT ROOMS**

1. Tables will be set up as needed in all rooms.
2. Food/drink is permitted in the multipurpose room.

### **GYMNASIUM**

1. The gym will have an adult supervisor any time it is in use.
2. Pushing, shoving, bad language or other bad behavior is not permitted in the gym. The adult supervisor needs to ask any person not adhering to the rules of the gym to leave and/or sit out for a designated period of time.
3. Only water is permitted in the gym.
4. Food or drink is permitted in the designated area outside the gym.

### **OTHER SPACE (3<sup>rd</sup> floor)**

1. The other rooms on the third floor can be available as needed for specific functions as requested.
2. The library is for children under adult supervision. Food/drink is not permitted in the library.
3. The multipurpose room with tables can be utilized for food/drink while seated at the tables.
4. The racket ball court can be used upon request. Food/drink is not permitted in the racket ball court.
5. All use will be under adult supervision.

### **BOWLING ALLEY (4<sup>th</sup> floor)**

1. The bowling alley will only be scheduled when specially trained volunteers are available to be present.
2. Adult supervision must be present at all times.
3. Bowling shoes must be worn at all times when on the lanes.
4. Socks are to be worn with bowling shoes.
5. Shoes should be returned to the rack after bowling.
6. Food/drink is permitted at the tables away from the lanes.
7. The rules of the lanes are to be respected at all times.
8. The adult supervisor is expected to maintain decorum and can ask those not adhering to the rules to leave the bowling alley.