

Our Savior's Lutheran Church

Recreation Center Use Guidelines

Our Savior's Lutheran Church (OSLC) welcomes the use of its facilities by Our Savior's Lutheran members and other groups who support the mission and ministry of Jesus Christ. The use of our building becomes an extension of our mission through worship, education, service and fellowship. The facilities and equipment policies for the use of the Recreation Center have been developed to aid the members and staff of our congregation in conducting programming specific to the Recreation Center use. All OSLC activities have priority over non-OSLC activities in scheduling the use of the Recreation Center facilities and equipment. Non-OSLC activities may be scheduled when space and equipment are available, but subject to the provisions as stated in this policy. All those who use the Recreation Center facility must adhere to the rules and guidelines listed below.

Scheduling and Supervision:

- Scheduling of the Recreation Center is to be done through the church office. Office hours are 8:00 a.m. to 5:00 p.m. during the winter months, 7:00 a.m. to 4:00 p.m. during the summer months, Monday through Friday; Saturday, 9:00 a.m. to 12:00 p.m. Office phone is 336-2942. **All groups must check in before entering the gym in the 'recreation center office' located just outside the main entrance to the Recreation Center. At the conclusion of your event you must check out in the 'Recreation Center office' as well.**
- The Recreation Center is not available for use during church services, including special services. The Recreation Center is not available to non-OSLC groups on Wednesday evenings or Sunday mornings.
- Each group must have a responsible person who is 21 years old or older.
- Coaches/responsible adults must remain at practices/games or events until all children have been picked up by their parents. All coaches/responsible adults must have proof of a background check to supervise any youth activities.
- Coaches/responsible adults are to be sure the Recreation Center and restrooms are clean before leaving. This includes putting away supplies and athletic gear, picking up trash, sweeping the floor, turning off the lights and ensuring the gym is locked when exiting. In the event that the Recreation Center is left in an unacceptable condition, the group responsible may lose Recreation Center privileges and/or may be charged a custodial fee.
- Showers will not be used for any activity without prior approval.
- For the protection of our youth, adults and our church, no adult is permitted at any time to be alone with any youth under the age of 18. You must have at least two (2) adults present at all times.

- In case of an accident, the coaches/responsible adults must complete an “Incident Report Form” (located on a clipboard in the gym office) and submit it to the Church Office by the next business day.
- Organizations using the gym will provide a certificate of liability insurance or a liability release form will be filled out for each participant using the Recreation Center and signed by a parent or legal guardian.
- The church office must be notified as to who will be supervising each activity. The group supervisor will be responsible to make certain that the Recreation Center use policy is carried out and appropriate forms filled out and returned to the church.
- A schedule of activities will be given to our Business Administrator and Augustana Security to be sure doors are unlocked and locked at designated times.
- Our Savior’s Lutheran Church reserves the right to decline any requests for the use of its Recreation Center facility if it is determined that those activities hinder in any way the ministry purposes of this congregation.

Specific Recreation Center Use Guidelines:

- There will be no drinking of alcoholic beverages or use of tobacco products in the Recreation Center or on the church grounds.
- Chewing gum is prohibited in the Recreation Center.
- The use of any tape on the gym floor is strictly prohibited: NO EXCEPTIONS. No use of any tape and/or banners on the gym walls is allowed unless granted permission by the church office.
- Only non-scuffing **indoor** athletic shoes are allowed on the gym floor. Street shoes, black soled shoes, heels, cleats, “heelys,” etc. are not allowed.
- No food is permitted in the Recreation Center. Only water bottles may be used by those actively participating in sport or exercise events.
- Any music must not conflict with our Christian values by words or by sound. Only appropriate Christian conduct and activities will be permitted on the church property. The use of profanity will not be tolerated.
- A clean-up form will be filled out by the group supervisor after each activity and returned to the Recreation Center office.
- No unsupervised play of children is permitted in the Recreation Center. Access and use of other areas of the church while using the Recreation Center is prohibited.
- If a group is using the Recreation Center prior to your scheduled time, please display a cooperative attitude regarding waiting until that group has finished their activity. When your schedule time to use the Recreation Center is complete, please conclude your activity promptly. Please follow our Code of Behavior posted in the Recreation Center.
- **Recreation Center Hours: The Recreation Center will not stay open later than 10:00 p.m. on weekdays or weekends unless it has been pre-approved.**

Specific Basketball Guidelines:

- Hanging on basketball rims or nets is strictly prohibited.
- Basketballs may not be kicked or thrown against walls, windows, lights or doors.
- Appropriate apparel must be worn; shirts must be worn at all times.
- All church equipment must be put away following games and practices.

Specific Volleyball Guidelines:

- Proper safety pads must be used for all games and practices.
- Volleyballs may not be kicked or thrown against windows, lights or doors.
- Volleyballs should not be used as basketballs.

Fee Schedule:

- Fees for use of the church gym have been determined to cover the cost of operation, staff time, and building overhead. Damage to the church facilities or grounds will be paid for in full by the outside group and the security deposit, if required, will be applied toward this amount. The following fee structure shall be used in determining the cost of using the Recreation Center.
 1. OSLC groups/activities – no charge
 2. Non-OSLC groups/activities - \$50/hour
 3. OSLC Members Reserving the Recreation Center - \$30/hour*
 4. Fees will not be charged for use of the Recreation Center during scheduled “Open Gym”** periods. Scheduled times will be posted and available at the church office – no charge***
 5. Fees will not be charged whenever the Recreation Center does not have a scheduled activity for OSLC Members – no charge***
 6. Tournament costs subject to additional fees and contracts.

* The coach or responsible adult will be required to be the OSLC member. Reserving the Recreation Center will give the participants the exclusive use of the space.

** “Open Gym” represents a scheduled period of time when the Recreation Center is supervised by an OSLC volunteer and OSLC Members and guests are welcome to use the Center for non-structured use.

*** The “Open Gym” and use of the facility other than for paid activities will be limited to OSLC members and guests only. Unscheduled use of the Recreation Center during unused times shall be coordinated through the Church Office. Office phone is 336-2942.