

The Lighthouse at VHUMC

Policies and Procedures

(Updated 01/05/05)

The Purpose of The Lighthouse Is . . .

- • To under gird and assist the mission of the church which is to “Share Christ by Learning, Telling and Living the Story.”
- • To reach and develop individuals to the glory of God.
- • To project, plan and execute leisure time activities that are consistent with high Christian standards.
- • To promote the on-going growth of the family.
- • To strengthen fellowship among church members of all ages through leisure time activities.
- • To teach participants new leisure time activity skills for increased good health and life enjoyment.

PARTICIPATION

- • Participation in The Lighthouse is open to anyone who is in the 6th grade or above/ (NOTE - Children in the 5th grade and below will be referred to as “under-age children”).
- • In accordance with our Safe Sanctuaries policy: Any child 5th grade and younger must be under **visual supervision** of an adult at all times while in The Lighthouse. (An adult is an individual 18 years of age or older) Exception: If under-age children are participating in special programming for that age group, they do not have to be personally accompanied by an adult.
- • Eligibility to participate will depend on an individual’s willingness to abide by all policies and procedures.
- • The Leisure Committee has adopted a permanent keytag system. All keytags are the property of The Lighthouse. There will be an additional fee for replacing lost keytags.
- • The keytag serves the following purposes:
 - • Identification (it puts names with faces)
 - • Allows controlled admittance
 - • Provides for equipment checkout
 - • Serves as an attendance count
 - • Supplies emergency information

To become a member of The Lighthouse you must fill out an information form, which gives us pertinent information including medical history, and you must obtain a keytag.

Registration by all participants is necessary for information and safety.

GUESTS

- • Members are urged to bring guests to The Lighthouse.
- • Unchurched and non-Christians will be especially welcomed guests.
- • Guests are individuals who are not enrolled in The Lighthouse but are hosted by a member.
- • Each time guests come to The Lighthouse they must:
 - • Check in at desk
 - • Fill out a guest card on first visit
 - • Or obtain a "Nonmember membership"
- • Any member desiring to bring more than two guests at a time is asked to obtain prior approval from the Leisure Director or person-in-charge.
- • Members are responsible for the conduct of their guests.
- • Guests may leave without The Lighthouse member, but when The Lighthouse member leaves, the guest(s) must also leave.
- • If guests to The Lighthouse arrive before their sponsoring member, the guests must wait in the lobby for their host.
- • Any person coming to The Lighthouse without having a prior arranged host would automatically become a guest of the on-duty volunteer and follow all guest procedures outlined above. Only one drop-in visit per person will be allowed.

VISITORS

- • Visitors are individuals who are with outside groups such as teams from other churches, or spectators with other teams.
- • Visitors are the responsibility of the church or group with which they come. The sponsor of the group is required to supply The Lighthouse staff with sponsor's name, the name of the group, the number in the group and the sponsor's phone number prior to arrival.
- • Visitors are to stay in the particular area where their group is participating and are not allowed free access to the entire building.
- • Visitors are welcome to tour The Lighthouse but a qualified tour guide must host each group. Advance notice is recommended for tour groups.
- • Visitors must comply with all policies and procedures. Those who fail to comply will be asked to leave.

OUTSIDE GROUPS

- • All requests for reservations by outside groups are reviewed by the Leisure Director and then approved or denied.
- • Requests for reservations may be made through The Lighthouse office no sooner than two weeks in advance.
- • Building usage and supervision fees will be charged. The Leisure Committee sets the fees. A fee schedule is available in The Lighthouse office.
- • Advance deposit is required.

- • Reservations for the use of The Lighthouse will be for a specific period of time after which the building must be vacated.
- • Requests for reservations of The Lighthouse by outside groups must be for times when it is not in use by VHUMC.
- • Outside groups renting The Lighthouse are responsible for any damages to the facility incurred by the group and for adhering to the policies that govern The Lighthouse.
- • Reservations should be promptly cancelled if plans are changed.
- • All groups must have one adult who is in charge of the entire reservation. This person is called the sponsor.
- • All groups must have adequate adult supervision. The proper ratio of adults to children must be maintained as follows:
 - • Grades K-3 1 to 5
 - • Grades 4-6 1 to 8
 - • Grades 7-9 1 to 10
 - • Grades 11-12 1 to 15
- • When other churches wish to rent The Lighthouse, the Leisure Minister or another trained staff member will be assigned to the guest group.

RESERVATIONS

- • VHUMC groups may make application to reserve specific areas of The Lighthouse through The Lighthouse office. All reservations will be coordinated with the existing schedule.
- • VHUMC organizations will have priority over other churches and outside groups that wish to use The Lighthouse.
- • All reservations should be made through The Lighthouse office as soon as a date is set.
- • All groups must have one adult who is in charge of the entire reservation. This person is called the sponsor.
- • All groups must have adequate adult supervision. The proper ratio of adults to children must be maintained as follows:
 - • Grades K-3 1 to 5
 - • Grades 4-6 1 to 8
 - • Grades 7-9 1 to 10
 - • Grades 11-12 1 to 15
- • All groups making reservations will be responsible for their own programs. The Lighthouse staff will be happy to help plan any function provided it is calendared through The Lighthouse office at least two weeks in advance. Groups using The Lighthouse are also responsible for cleaning up areas they use.
- • Reservations must be promptly cancelled if plans are changed.

DISCIPLINE

- • Willful violation of any policies or rules could lead to loss of eligibility to participate in The Lighthouse.

- • A trained volunteer staff under the direction of the Leisure Director and Assistant Leisure Director operates The Lighthouse. They have the right to say "NO" or "STOP." Participants are expected to follow their directions.
- • Infractions will be handled as follows:
 - • First infraction: *Warning, explanation of rules and/or suspension*
 - • Second infraction: *Reminder, notification of parents (high school and below), and/or suspension*
 - • Third infraction: *Parent conference (high school and below) and/or suspension*
- • Major infraction will be turned in on written reports to the Leisure Director.
- • The Leisure Committee will deal with serious discipline problems.

INTERPRETATION OF POLICIES & PROCEDURES

- • The Lighthouse staff and Leisure Committee will be responsible for interpretation and enforcement of all rules.
- • The Lighthouse staff and Leisure Ministry Team reviews policies and procedures periodically and they may be added to or altered.
- • Any situation not specifically covered in this list of policies will be acted upon if and when the need arises, at the discretion of The Lighthouse staff and/or the Leisure Ministry Team.

THE LEISURE MINISTRY STAFF HAS THE RIGHT TO ADJUST ANY OF THE AFORE MENTIONED POLICIES AND PROCEDURES IN ORDER TO MAINTAIN AND FOLLOW THE MISSION OF THE CHURCH.

ENTERING AND EXITING

- • There are several doors in The Lighthouse. Only three, the front door and the two connecting doors are considered the entrances and exits. All other doors are emergency exits only and will sound an alarm if opened.
- • When entering The Lighthouse to use facilities, always check in at the Control Center. (Exception: Sunday School and Wednesday night classes)
- • Participants are asked to remain in The Lighthouse. **Loitering and skateboarding in the parking lot is not allowed.**
- • On special occasions, Sunday mornings and Wednesday nights, registration is not required. On Sunday mornings, The Lighthouse is closed except for the area in which the special function is being held.

THE LIGHTHOUSE HOURS

- • The Lighthouse hours of operation will be posted on The Lighthouse front doors, at the control desk, and in church publications.
- • Because of the many seasonal activities and the wide variety of events, The Lighthouse hours of operation may vary.

- • Since The Lighthouse is a support ministry of VHUMC, The Lighthouse schedule will not conflict with the VHUMC schedule.

DRESS AND BEHAVIOR

- • The Lighthouse is a support ministry of VHUMC. In the interest of influencing others for Christ, the speech, dress and conduct of The Lighthouse members, guests and visitors will be in accordance with the highest Christian standards.
- • Shirts and shoes, along with other appropriate apparel must be worn at all times.

ITEMS PROHIBITED

- • These items are not allowed in or on the property of The Lighthouse: *tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, pets, gum or anything that would detract from the Christian atmosphere.*
- • Food and drink are allowed in designated areas only of The Lighthouse. Refer to the policies concerning each area. No food or drink (other than personal water bottles) may be brought into The Lighthouse without approval from the person-in-charge.

EQUIPMENT

- • Equipment will be checked out of the Control Center via the keytag and must be used for its intended purpose.
- • Individuals or groups who check out The Lighthouse equipment or property will be financially responsible for equipment that is damaged, lost, destroyed or stolen.
- • Some equipment may be checked out for activities away from VHUMC after being cleared with the Leisure Director or Assistant Leisure Director and filling out the proper forms.
- • The Lighthouse equipment will be returned to the same place from which it was checked out.
- • **NO PERSONAL EQUIPMENT (i.e. skates, basketballs, volleyballs, etc.) will be allowed in The Lighthouse.**
- • The Moonwalk is considered property of The Lighthouse and **MUST** remain on the premises. Anyone wishing to use the moonwalk for an event must do so **ONLY** with permission from The Lighthouse staff. Rental fees will apply.

LIABILITY

- • The use of The Lighthouse and all equipment will be at the risk of the participant.
- • VHUMC does not assume liability or responsibility for any participant.
- • VHUMC does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.

FEES

- • There are fees for some activities.
- • All fees are intended to offset equipment maintenance and new equipment costs and helps to eliminate a strain on the church budget.
- • Check with The Lighthouse office for a fee schedule.
- • No credit can be extended.

LOST AND FOUND

- • The Lost and Found Box is located at the Control Center. Lost items will be returned to the owner when requested and properly identified.
- • Participants are encouraged to put their names on all personal items such as warm-ups, shoes, equipment bags, shirts, etc.
- • Items left in lockers after hours will be placed in the Lost and Found Box.
- • Lost and Found items left over 3 months (90 days) will be turned in to Church of The Reconciler clothes bins.

AREA REGULATIONS

CONTROL CENTER AND LOBBY

- • The Control Center is the “hub” of The Lighthouse.
- • Only authorized persons are permitted in the Control Center area.
- • Proper attire is required in the lobby as in all other areas of The Lighthouse.

GYMNASIUM

- • Light soled tennis shoes are required on the surface of the gym floor during play.
- • Appropriate length shorts; along with other suitable attire are required at all times by males and females.
- • **Absolutely nothing may be thrown from the gym floor to the track above.** Anyone violating this rule is in danger of being dismissed from The Lighthouse.
- • Gym equipment will be set up and operated by authorized personnel only.
- • No personal basketballs, volleyballs, etc. may be used.
- • No dunking is allowed at any time in The Lighthouse gymnasium.
- • Absolutely NO throwing of footballs allowed in gymnasium.
- • No food, drink or gum is allowed in the gym.

SKATING AREA

- • The gym doubles as the skating area.
- • **Only The Lighthouse skates may be used.** Shoes are to be checked in when skates are checked out. **No personal skates are allowed.**
- • Socks or hose must be worn with skates.
- • No skaters are allowed out of the skating area with skates on.
- • Return all skates to the same issue window from which they were checked out with laces tucked in boots.
- • **Skating is a high-risk activity. No tag, or reckless skating (i.e. crack the whip or speed skating) will be tolerated. Balls, Frisbees and other recreation equipment are not allowed on the floor during skating sessions. Absolutely NO racing at any time while on skates.**
- • **No skateboards are allowed inside or outside of The Lighthouse.**
- • No food, drink or gum is allowed in the skating area.
- • Only The Lighthouse approved tapes may be played over the sound system. The Lighthouse staff will regulate the volume.
- • **The Lighthouse will offer Birthday Parties to VHUMC members and non-members, which must be reserved through The Lighthouse office. Check at control desk for more details.**

MEN'S AND WOMEN' S LOCKER/DRESSING ROOMS

- • For safety reasons, it is especially important that their responsible adult closely supervise under-aged children while in this area.
- • Each person is responsible for keeping wet, sweaty or soiled clothes out of lockers.
- • Participants should not leave valuables in an unsecured locker. Please check valuables at the control desk.
- • No horseplay allowed in the locker/dressing room.
- • No food, drink or gum is allowed in the locker/dressing room.
- • No lock will be left on overnight. The Lighthouse staff will remove/cut all locks each evening.

NURSERY

- • This area is designated as a play area for children (5yrs. old and below).
- • Baby beds are provided for bed babies.
- • See The Director of Nursery Ministries for reservations, no drop-ins. There will be a small fee.
- • There will be NO charge for nurseries on Sunday mornings and Wednesday nights.
- • Only VHUMC approved workers will staff the nursery.
- • Children and babies are the responsibility of parents.
- • No gum is allowed in this area.

PATIO

- • This is a multi-purpose area that will be available for group use by reservation.
- • No horseplay in this area.

FITNESS ROOM

- • Because this is a highly specialized area, all users must participate in a Fitness Room orientation. This requires viewing an Orientation Video.
- • Participants must be 16 yrs. or older.
- • Participants may keep a record of their physical fitness on cards, which are kept on file in the Fitness Center.
- • This is a co-ed facility. In order to protect the modesty of all participants, the following dress code is required for co-ed use:
 - • Shirts must be worn at all times.
 - • Appropriate length shorts, along with other suitable attire, are required at all times by males and females
 - • No horseplay is allowed in the Fitness Room.
 - • While not required, it is strongly suggested that persons over 35 years of age consult their personal physician before beginning work out in the Fitness Room. Those over 60 years of age "ARE" required to get a physician's approval.
 - • No food, drink or gum is allowed in the Fitness Room.

TV AND LOUNGE AREA

- • TV programming will be monitored by the supervisory staff of The Lighthouse
- • CD's and Videos may be checked out at the control desk.
- • Food or drink is allowed but may not be taken out of the TV and lounge area.
- • No gum is allowed in this area.

GAME ROOM

- • Every game has proper rules. Players are expected to respect them.
- • Game tables are placed so that each game can be played without interfering with others. Do not move, rearrange or sit on tables.
- • No game room equipment may be taken out of the game room area.
- • Sixth grade and above may use the pool tables. Under sixth grade must be with an adult.
- • Time limits will be imposed when there is a waiting list.
- • No food, drink or gum is allowed in the game room.
- • ALL equipment must be returned to the control desk.

ARTS AND CRAFTS ROOM

- • All tools, materials and supplies are to be cleaned up and put in their proper place after use.
- • Participants are required to follow the same admission procedures as anyone else using The Lighthouse: members' tags, guest cards, etc.
- • The instructor collects fees individually through each class.
- • Only authorized personnel may fire the kiln.
- • No food, drink or gum is allowed in the arts and crafts room.

STORAGE AREA AND STAIRS

- • These areas serve the entire facility. Proper usage is required for each.
- • Only authorized personnel are allowed in the storage areas.
- • Loitering will not be allowed on the stairs.

- • No food, drink or gum will be allowed in the storage areas or stairs.

TRACK

- • Sitting or leaning on the rail around the track is prohibited.
- • No under-age children will be allowed on the track unless accompanied by an adult. Baby Joggers / Strollers are allowed out of consideration to other walkers.
- • Basketballs, volleyballs or any other type of athletic equipment is not allowed on the track. Anyone shooting at the baskets from the track will be subject to dismissal from The Lighthouse.
- • **Absolutely nothing may be thrown from the track to the gym floor.** Anyone violating this rule will be in danger of dismissal from The Lighthouse.
- • 16 laps equal 1 mile.
- • This is a conditioning track. No racing is allowed.
- • All walking, running and jogging is to be in the same direction. This will vary each day. A sign is posted on the track.
- • No food, drink or gum is allowed on the track.