



## Policies and Procedures

### **MEMBERSHIP:**

- Open to CFBC members and the community.
- The FLC reserves the right to perform a background check on any member.

### **MEMBERSHIP TYPES**

#### **FAMILY**

*Ideal for families with children who will also be using the FLC facilities.*

*\*Family is defined as husband + wife + dependent children (under age 23 and living at home) or single parent + dependent children (under age 23 and living at home)*

**\*\*Adults age 23 and older are required to have an individual membership**

\*Monthly (\$45/per month\*)      Semi-Annual (\$250/6 months)  
Annual (\$480/year)

#### **HUSBAND & WIFE**

*For married couples (under the age of 60) who have no children using the FLC*

\*Monthly (\$30/per month\*)      Semi-Annual (\$175/6 months)  
Annual (\$325/ year)

#### **60+COUPLE**

*For married couples ages 60+*

\*Monthly (\$25/per month\*)      Semi-Annual (\$145/6 months)  
Annual (\$265/ year)

#### **INDIVIDUAL**

*Must be at least 15 years of age*

\*Monthly (\$20/per month\*)      Semi-Annual (\$110/6 months)  
Annual (\$210/ year)

#### **60+ INDIVIDUAL**

\*Monthly (\$15/per month\*)      Semi-Annual (\$80/6 months)  
Annual (\$150/ year)

### **PAYMENT OPTIONS**

- Payments are accepted in the form of checks, cash and Autopay account.
- \*Monthly memberships may **only** be paid by Autopay.
- Statements are sent out at the beginning of each month and are due upon receipt.
- Autopay payments are debited on the 5<sup>th</sup> of the month or the first business day following the 5<sup>th</sup> when it falls on a weekend or bank holiday.
- Registration fee of \$45 is a one time fee if membership is kept current.
- Memberships will automatically continue until terminated.
- After 60 days of non payment, memberships become inactive.
- Inactive members must reapply and pay a \$45 reapplication fee to regain an active status.

### **MEMBERSHIP ENTITLEMENTS**

- Membership fee includes full access to FLC amenities, according to age restrictions.
- Membership includes all group fitness classes.
- Membership does not include any leagues, sports or special events.
- Scheduled recreation leagues have priority over courts and fields.
- Participants are encouraged to go through a complimentary equipment orientation with a FLC Personal Trainer to understand proper use of the equipment.
- The FLC is subject to closure for selected CFBC events.

### **MEMBER CHECK-IN**

- Members are required to check in at the FLC Welcome Desk each time they use the facility.
- Each member age 12 and up will be issued a key card and will be responsible for presenting it for check in.
- Members will have their picture taken for identification purposes.

## AGE REQUIREMENTS

We often get the question, "Am I old enough to do that?" We've put together this guide to help make it less confusing. In this guide, the word **supervised** will be defined as having a parent or guardian who is physically at the Family Life Center. **Unsupervised** will be defined as not requiring a parent or guardian present at the FLC.

Membership requirements and guest fees do apply, and guests must have a current guest card/waiver on file. **As always, children 18 and under must have a guest card filled out by their parent or legal guardian on file to participate.**

Weight Room	
Ages 15 & up	Unsupervised
Ages 13 & 14	Must have adult with them in weight room.
Ages 12 & under	Not permitted

Cardio Equipment	
Ages 13 & up	Unsupervised
Ages 12 & under	Not permitted

Ping Pong and Pool Table	
Ages 13 & up	Unsupervised
Ages 12 & under	Must have adult with them

Racquetball Courts	
Ages 13 & up	Unsupervised
Ages 12 & under	Supervised

Jogging Track	
Ages 13 & up	Unsupervised
Ages 12 & under	Must have adult with them

Basketball Courts	
Ages 13 & up	Unsupervised
Ages 12 & under	Supervised

- **12 & under may not enter the FLC without adult supervision.**

## CANCELLATION POLICY

- If you choose to not renew your FLC membership, you must indicate this to the FLC office at least 15 days before the 1<sup>st</sup> of the following month. This cancellation must be documented in writing. Cancellation forms are provided for your convenience at the FLC Welcome Desk and on our website.

- Any outstanding balance at the time of cancellation must be resolved before a member will be reinstated.
- After 60 days of non-payment, membership becomes inactive.
- The FLC reserves the right to cancel membership or deny reapplication to any member.
- The FLC reserves the right to perform a background check on any member.

**HOURS OF OPERATION:**

**Monday, Tuesday and Thursday**

5:00 AM – 10:00 PM

**Wednesday**

5:00 AM – 6:15 PM (closed during evening Worship)

8:00 PM – 10:00 PM

**Friday**

5:00 AM – 9:00 PM

**Saturday**

7:00 AM – 3:00 PM

**Sunday**

The FLC is closed, but please come join us for Worship. Check the website for service times.

Notice of holiday hours and closing times for special events will be posted in the FLC and on the website.

**CHILDCARE:**

- Childcare hours are Monday – Thursday from 9 AM until Noon.
- FLC childcare is for the use of FLC members and their guests.
- Parents must remain in the FLC while their children are in childcare.
- Children six weeks old to five years old (entering Kindergarten) are welcome.
- Children with an illness or fever will not be permitted in childcare.
- Please mark all personal items with the child's name to prevent loss.
- Check the FLC Welcome Desk for holiday and special event hours.
- Maximum allotted time for childcare is 2 hours.

**AMENITIES:**

- **Group Fitness Room**  
This room will be used for group fitness classes. Permission to use the room during non-scheduled class times must be cleared by the FLC Director. Check the CFBC website for current class schedule.
- **Cardio-Respiratory Equipment**  
Elliptical trainers, Treadmills, Stairclimbers, Arc Trainers, and Recumbent and Upright bikes
- **Cardio Theater (TVs)** A radio is necessary for audio reception. Radios and headphones are available at check in desk.

- **Circuit Training Equipment**
- **Weight Room**  
Cybex machines, Smith machine, Cable cross, Free weights
- **Indoor Track**  
1/8 mile jogging/walking track
- **Gymnasiums**  
Two full court gyms for Basketball & Volleyball
- **Lobby Games**  
Ping Pong & Pool Tables
- **Racquetball Courts**  
Eye guards are recommended and available at the Welcome Desk.  
Court reservations may be made three days in advance of the playing date.  
The court will be forfeited 10 minutes after the scheduled court time in case of a no-show.
- **Locker Rooms**  
Showers, Towel Service, Lockers and Personal Care Amenities.  
Members may provide their own locks for daily use, or check one out from the FLC Welcome Desk on a first come, first served basis.  
Locks left overnight are subject to removal by FLC staff.
- **Equipment Checkout**  
Ping Pong balls and paddles, Pool cues and balls, Racquetball racquets, racquetballs and eye guards, Lap counters, Radios, Various gym balls, Towels

**DRESS CODE:**

- Modest, appropriate attire must be worn at all times. Please use discretion and sensitivity about the exercise attire worn in the FLC:
  - Shorts or long shirt must be worn over tights, leotards, biking shorts or any other form-fitting clothing.
  - If shorts are worn alone, they should not conform or cling to the body and must be fingertip length.
  - The display of cleavage is unacceptable. Low cut shirts, tops, etc. with plunging necklines are not allowed.
  - Midriff must be covered.
  - Men must keep shirts on at all times.
  - Men's tanks with low plunging sides are not permitted.
  - T-shirts with questionable slogans or signs are prohibited in the FLC (including the alcohol industry).
  - Athletic shoes must be worn at all times when using the weight or cardio equipment.
  - Shoes with non-marking soles must be worn on racquetball and basketball courts.
- The FLC reserves the right to determine the acceptability of all exercise attire.

## **GENERAL RULES**

MEMBERS AND GUESTS entering the FLC facility are expected to act, speak, and behave in a Christ-like manner.

- A dress code is in effect (See DRESS CODE).
- No food or drinks, with the exception of water, will be allowed in the basketball courts, racquetball courts and exercise areas.
- Please use the provided gym wipes or a towel to wipe down equipment after use.
- Return all weights to their proper place after use. Never leave weights lying on the floor.
- The use of tobacco will not be allowed at the FLC at any time or in any area.
- Equipment must be used for the specific purpose for which it was designed.
- Individuals who check out equipment are financially responsible for any damage or destruction caused by improper use, or any lost or stolen equipment.
- Return all equipment to the FLC Welcome Desk after use.
- There will be no soliciting at the FLC.
- Only FLC staff members are allowed behind the FLC Welcome Desk.
- All reservations for court times must be made through the FLC Welcome Desk.
- No Personal Trainers are allowed except those employed by the FLC. This includes sport training such as basketball or volleyball coaches.
- If any piece of equipment is working improperly, please report it immediately to the FLC Staff.
- Use of foul language will not be tolerated. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29

## **INFRACTIONS:**

- The FLC staff will be responsible for the enforcement and interpretation of all policies and rules.
- Infractions of the policies, rules, or regulations may be handled in one of the following ways:
  - Warning and explanation of the rules
  - Suspension of privileges
  - Notification of parents (high school and below)
- Major infractions will be handled on an individual basis by the Director of the FLC.

## **GUEST POLICIES**

- The FLC encourages CFBC church members to bring guests and build relationships with others in their community. Members are allowed a maximum of 2 guests.
- A guest is anyone who is not a member of the FLC.
- All guests must...
  - Complete and sign a guest registration card and liability form
  - Abide by all FLC policies and procedures
  - Pay a \$5 guest fee
- Discounted guest passes are available at the FLC Welcome Desk.
- Guests under 18 must have parent or legal guardian sign the liability release form (no exceptions).
- All guests must check in with a FLC member and may not stay after the FLC member leaves.
- Guests 12 - 15 must remain with their host member at all times.

## **ASSUMPTION OF RISK**

- All injuries must be reported to staff immediately. An accident report will be filled out and a determination will be made as to further care or assistance.
- Users assume a risk of physical injury or even death while participating in activities at the FLC.
- Lockers are available for daily use. Any loss or damage of personal property by a user or guest shall not be the responsibility of the FLC or its staff.
- It is recommended that personal items be secured in day lockers.
- Staff members are not permitted to hold valuables with exception of keys.

## **WEBSITE**

For information on all the events occurring at the Family Life Center, please visit our website at [www.championforest.org/sports](http://www.championforest.org/sports).

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