

# Owensboro Christian Church Recreation Ministry



## Recreation

### Recreation Center Policies & Procedures

Owensboro Christian Church  
Recreation Center (Entrance F)  
2818 New Hartford Rd.  
Owensboro, KY 42303  
270-852-2612

## **OCC Recreation Center Hours, Entering and Exiting**

- Monday 6:00am - 8:00pm
  - Tuesday 6:00am - 8:00pm
  - Wednesday 6:00am - 5:00pm
  - Thursday 6:00am - 8:00pm
  - Friday 6:00am - 1:00pm
  - Saturday 7:00am - 1:00pm
  - Sunday CLOSED
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- Because of the many seasonal activities and variety of events, the OCC Recreation Center hours of operation may vary and any changes will be posted throughout the building.
  - Entering and exiting is limited to the main doors located at Entrance F.
  - Admittance is granted by signing in at the welcome desk.
  - In the event of an emergency (which calls for evacuation of the facility) please use the nearest exit door to leave the facility.

## **Dress Code**

- Shoes must be worn at all times... with the exception of being involved in a program that requires bare feet. Shoes worn on the wooden floors must have non-marking soles.
- Shirts must be worn at all times, and cover the mid-section. Shirts advertising tobacco, alcohol or indecent behavior are not allowed.

## **Participation**

- All members & guests are required to abide by all policies and procedures.
- Membership cards are not issued to anyone under age of 15. Parental consent is required for children 12-15 & the card MUST be signed by a parent or legal guardian.
- Owensboro Christian Church is not responsible for lost, stolen, or damaged items, nor for any injuries to any persons resulting from the use of, or attendance in the facility.



## **Weight/Cardio Room**

- Use of weight and cardio room requires completion of a brief equipment orientation video. This room is not allowed for anyone under the age of 12, however ages 12-15 MUST have a parent present in room with them.
- We provide Access Fobs for cardio entry. The cost is \$20 per year for a Fob. If you have more than 1 person in your family using cardio room, the fee is \$10 per additional family member. You MUST purchase a Fob to be allowed access to the room. You must also be over the age of 16 and have a valid ID to purchase a Fob. We will require your keys for collateral if you need to rent a lock.
- Appropriate use of equipment and proper fitness etiquette is required at all times.
- Instructions for each machine must be followed precisely.
- In the event of equipment breakdown, participants should report the matter to the OCC Recreation staff immediately.
- Closed toe athletic shoes must be worn at all times.
- Use of any machine in the cardio room shall be limited to 30 minutes when others are waiting to use the equipment.
- Weight/Cardio room doors must remain closed at all times unless otherwise directed by staff. Granting access to unauthorized users will result in the suspension of weight/cardio room privileges.
- Wipe down equipment after use. Gym wipes are provided in 3 different locations.

## **Game Room**

- Game room equipment may be checked out at the front desk by an adult only, and must be used for their intended purpose. The adult must also return that equipment, and the equipment must be in good shape. No sitting or standing on game tables. Individuals or groups who check out any equipment or property will be financially responsible for any equipment that is damaged, lost, or stolen.
- Children 12 years of age or under MUST be accompanied by an adult in the game room.
- If equipment is not being used properly, it will be the right of the OCC Recreation staff to revoke game room equipment privileges from individuals.



## **Inclement Weather Policy**

- The OCC Recreation Center follows the Owensboro City Schools policy regarding weather.
- When the Owensboro City Schools cancel school, the OCC Recreation Center will be open, but will CLOSE at 5:00pm. However, ALL programming including childcare will be cancelled for that day.
- If Owensboro City Schools are on a 1 or 2 hour delay, ALL programming will remain on regular operating time.

## **Owensboro Christian Recreation Welcome & Information Desks**

- Only OCC staff and volunteers will be allowed behind the welcome desk area.
- The information desk area, which is located in the front lobby across from the welcome desk, will provide information regarding all OCC Recreation Center and upcoming events supported/sponsored by the recreation ministry.
- First Aid supplies and medical equipment are stored at the welcome desk. Any incident or injury should be reported to the front desk staff immediately.
- All OCC Recreation staff are AED, CPR, and First Aid certified.
- Towels are located at the welcome desk for your convenience. Please ask the OCC Recreation staff if none are on counter.
- The welcome desk is not a place to store your personal items. Please use lockers provided.

## **Locker Rooms**

- Lockers are available and for daily use only. Locks may not be left overnight.
- Valuables should not be left in an insecure locker. Locks are available for checkout at the welcome desk.
- Owensboro Christian Church is not responsible for lost, stolen, or damaged items.



## Items Prohibited

- These items are not allowed inside the OCC Recreation Center; (Tobacco, vaping, weapons of any kind, alcoholic beverages, controlled substances, or any substance that would detract from the Christian atmosphere).
- Food & drink items are limited to designated areas of the OCC Recreation Center.

## Discipline

- Violation of any policy, rule or regulation may lead to loss of eligibility to participate, and will be determined by the OCC Recreation staff.
- If the individual does not leave willingly, the authorities will be called.
- The OCC Recreation staff has the right to ask anyone to leave for any reason. To regain access, offenders will be required to meet individually with the OCC Recreation staff.

## Facility Reservations

- All requests for reservations must be made through OCC Recreation staff.
- Rentals are ONLY allowed on Saturday afternoons. Rentals are NOT allowed on a Friday or Sunday.
- Reservations must be made no later than 2 weeks prior to event. Event scheduling can only be finalized with payment deposit and signed contract.
- In the event of an event cancellation, please inform the OCC Recreation staff as soon as possible.
- All programs of usage of the OCC Recreation Center requires the presence of an OCC Recreation staff member.
- Groups using the facility must abide by policies/procedures, and are responsible for leaving areas as they were found.
- All persons are responsible for cleaning up after themselves, depositing all trash in proper receptacles, and leaving the area just as found.
- Fees are... \$45 for game room only (3 hours)  
\$75 for game room w/ half of gymnasium (3 hours)

## **OCC Group Fitness Ground Rules and Guidelines**

- Please consult your physician prior to beginning any type of exercise program.
- We require all group fitness instructors to be certified and well-trained. In conjunction with this philosophy, we strive to provide opportunities for our newer or less experienced instructors to learn and grow.
- Participants **MUST** be 12 years or older to attend any group exercise classes. If someone is between the age of 12-15, we do require an adult to be with them in the class or on the walking track if the class takes place in the gym.
- The attendance of each class will be monitored on a monthly basis. Please be aware that if a class does not maintain an average of at least 8 participants, it poses potential for changes and cancellations. Two weeks will be given notice of cancelled classes.
- All classes are subject to change due to instructor substitutions/availability, class attendance or if an emergency should arise. Announcements of cancellations will be posted on the OCC Recreation facebook page.
- Anything that disturbs others or the instructor during a class is not tolerated.
- You must pay for class before the class begins so please arrive early or at least on time for class; if running late just be mindful to enter the workout room quietly while the class is in session.
- Please follow the instructors lead, as they will always include modifications. All instructors are certified and trained to lead a safe and effective workout.

## **Gymnasium**

- Shirts **MUST** be worn at all times. No dress shoes or any other type of shoe that may scuff the gym floor are allowed.
- Side goals are adjustable to different heights. However, only the OCC Recreation staff or a trained volunteer may adjust them.
- No food, drink, or gum is allowed in the gym. The exceptions for that is water or gatorade with a top.
- Programmed activities have priority over free play or open gym. For detailed gym schedule, you will find it posted outside gymnasium doors and at the information desk.

## Walking/Jogging Track

- The walking track will be CLOSED each Saturday during Upward season.
- The wall side (outside) of the track is for jogging. The other 2 (inside) are for walking.
- Individuals who are using strollers must use the rail side (inside) of the track and should be sensitive to joggers.
- Children age 15 and under are not allowed on the track at any time unless they have an adult present on track with them.
- 17 laps = 1mile. Lap counters are available for checkout at the welcome desk.
- Absolutely no basketballs or balls of any kind are allowed on the track, and absolutely nothing may be thrown from the track down to the gym floor.
- Sitting or leaning over the railing or spectating is prohibited at all times.

## Childcare

- AM Hours are: Monday - Friday 8:00am - 10:30am
- PM Hours are: Monday 4:00pm - 6:00pm  
Tuesday, Thursday 5:00pm - 7:30pm
- Fees are \$2 for the FIRST 1.5 hours for the 1st child up to 5 years of age, and \$1 for any additional child after that. Then \$1 for an additional hour per child after that.
- Parent must be present in OCC Recreation Center while children are in care.
- Snacks are provided; any other food is not allowed.
- Children need to stay out of the childcare setting if any of the following:
  - A. Fever - Temp over 100.6
  - B. Diarrhea/vomiting within 24 hours
  - C. Unexplained rash
  - D. Pink Eye
  - E. Respiratory infection with cough
  - F. Runny nose with yellow/green discharge
  - G. Ringworm, head lice, skin infection