

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL 016 Facilities Policy

The Boys & Girls Clubs of Mid Central Coast (BGCMCC) is committed to providing a safe environment for members, staff and volunteers. Keeping our facilities safe is an integral part of providing an overall safe environment for all.

ENTRANCE AND EXIT CONTROL

All facility entries and exits shall be controlled and monitored by paid adult staff (age 18 or over) during all hours of operation.

All exterior doors shall have an audible alarm to discourage unauthorized use to exit or enter the facility.¹

Only designated adult staff shall be authorized to possess keys and/or badges to open a facility. An employee who is supervising a scheduled activity shall be responsible for the security of their program space.

FACILITY CONDITION

All program spaces shall have clear lines of visibility and be monitored by adult staff when in use. Areas that are not in use shall remain locked and only accessible by adult staff.

All interior and exterior spaces, hallways, stairs, and stairways shall be monitored, maintained, well-lit, clean and free of hazards and obstructions. All storage closets and other unused spaces shall be locked during operational hours.

Damages to facilities shall be assessed for risk and prioritized for repair:

- Damage that does not pose an imminent risk to the health or safety of members, staff, or volunteers shall be repaired as soon as reasonably possible. The Club Director shall determine if access to the damaged area should be restricted.
- Damage that poses an imminent risk to the health or safety of members, staff or volunteers shall be repaired immediately. If an immediate repair to damage that poses an imminent risk is not possible, Club leadership shall determine if temporary or permanent closure of the facility or part of the facility may be required.
- Any damage to a facility that results in an incident deemed critical to BGCMCC shall be reported to the appropriate authorities and Club leadership, per critical incident reporting policies. See POL 010

FOOD AND DRINK

¹ Will be completed and implemented by the end of 2022

Any distribution, preparation or consumption of food and/or drink at any facility shall comply with all applicable food services sanitation and public health codes. If food is prepared and served on-site, any required city or county health department inspection certificates shall be posted. Any dangerous kitchen utensils, including knives, shall be stored securely.


FACILITY RENTALS

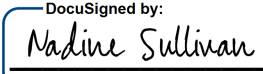
- BGCMCC occasionally rents Club owned facilities to outside groups as a community service.
- BGCMCC has a Facility Rental Agreement in place.
- Each section of the Facility Rental Agreement shall be reviewed and signed by an authorized applicant.
- The Agreement has sections that detail specifics on the following:
 - Applicant information
 - Event information
 - Security requirements
 - Cancellation policy
 - Fees
 - Serving or selling of alcoholic beverages/alcoholic beverage waiver
 - Insurance coverage
 - Liability information
 - Information on hours of alcoholic beverage sales and beverage type
 - Building Clean-up and Closing Procedures
 - Facility Use Rules
 - General rules for usage of the facility are described for, but not limited to:
 - Requirement of an approved application for facility rental
 - Liability for loss or damages to property
 - Responsibility for injuries
 - Supervisory rules for minors in attendance
 - Public concerts/dances
 - Prohibitions
 - Responsibility of the applicant
 - Review of Application and Follow up is completed by the Chief of Operations or designee
 - Receives and Reviews Document
 - Determines if BGCMCC approves rental
 - Monitors that all necessary documentation is returned to BGCMCC prior to use, and coordinates post rental inspection for cleanliness and damage
 - Stores agreements and waivers in BGCMCC cloud storage

See SOP Facility Rental for Facility Rental Agreement Form

Reviewed and Approved:

Date: 10/13/2022 _____

BY:  _____
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CEO
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Board Chair