

TYME OUT Rules and Regulations (revised 6/1/07)

1. **Alcohol, illegal drugs, and weapons**

The use of alcohol and other intoxicants, and the possession of weapons and/or ammunition, are strictly forbidden at TYME OUT. The police and parents/guardians will be called if any of these substances are found. The persons involved will be dismissed immediately.

2. **Dorms**

- * Girls are never allowed in the boys' dorms and boys are never allowed in the girls' dorms.
- * No one is to leave their dormitory area after lights out.
- * Food and beverages are not allowed in the dorms.
- * Pillow fights are never allowed.
- * Please turn off lights whenever you leave the dorm area.

3. **Fire/Tornado Safety**

- * In case of fire, use the nearest exit and report to your group leader on the outside basketball court.
- * In case of a tornado warning, report to the cafeteria on the lower level.
- * Tampering with fire extinguishers, fire alarm pull boxes, and smoke detectors carries a \$500.00 fine. (State Statute)
- * An AED is on the premises and staff is trained to use it.

4. **Security**

- * Enter and leave the building by the assigned doors only.
- * Outside doors are locked and should never be propped open.

5. **Off Limits**

Each group is restricted to the areas of the building assigned for its use. Off limits areas include:

- * the other center
- * the neighboring properties, woods, and fields
- * all cars, including your own (If you are seen in your car during the retreat, your keys will be taken away.)

6. **Smoking & Gambling**

- * TYME OUT is a smoke-free facility. You are reminded that Wisconsin State law prohibits minors from smoking and using chewing tobacco.
- * Designated smoking areas for those of age to smoke are the east gym steps and the bench outside TYME OUT II. Please dispose of butts in the containers provided.
- * Absolutely no smoking is allowed in front of the building.
- * TYME OUT does not have gambling license therefore gambling is not allowed.

7. **Meals**

- * Because meals are served family style, it is important to be on time. Everyone shares with the table serving and clean-up. Thank you for helping with whatever task you are assigned.

- * TO I Meal Times: Breakfast--9:00am; Lunch--12:30pm; Dinner--6:00pm
- * TO II Meal Times: Breakfast--8:15am; Lunch--11:45am; Dinner--5:00pm
- * One group in building Meal times: Breakfast--8:30am; Lunch--12:00pm; Dinner--5:00pm.

8. Soda, Cans, & Recyclables

- * No food or drink is allowed in the meeting room, chapel, or gym.
- * Be very careful when drinking soda not to leave open cans where they might be knocked over. If soda is spilled, inform your director immediately.
- * Deposit all recyclables in the containers marked for them, both indoors and out.

9. Pillows, Beanbags, Carpeted Benches, Pianos

- * The TYME OUT Center is provided with many pillows and beanbags for your comfort. Do not move these from one room to another; each room has a generous supply.
- * Do not throw the pillows or jump on the beanbags.
- * Do not stand on the carpeted benches.
- * The pianos in the meeting rooms are to be used only by trained pianists. The rec room pianos can be used by anyone.

10. Damage

Your group will be held financially responsible for any damage to our building or property. We do not allow scotch or masking tape on the walls. The building was checked for damage before your arrival, however, if you notice any problem at the beginning of your stay, please report it immediately. There will also be extra charges if excess clean-up is needed (i.e. wax spillage, toothpaste or shaving cream smeared on walls).

12. Gym and Outdoor Activities

- * No food or drink is allowed in the gym.
- * Kicking balls and hard throwing are not allowed.
- * No slam dunking or hanging on baskets.
- * According to a local ordinance, TYME OUT participants are not allowed to be outside after 11:00pm.
- * Please do not throw snowballs anywhere near the building or cars. Playing in the snow is allowed in the open field.

13. Cell Phones

Cell phones are now a part of our everyday lives. While you are at TYME OUT we ask you to turn them off and put them away. This act gives us the ability to concentrate on our retreat and the relationships with those who are sharing this time with us. The others will be there when we finish our retreat. In that same thinking, pagers, IPODs, and other electronic devices are not permitted during our retreat.

14. Consideration

While you are at TYME OUT, we expect:

- respect** for the adult leaders who are giving their time to serve you on this retreat
- respect** for the rights and needs of the other members of your group, especially their need for a good nights' sleep
- respect** for the other users and occupants of the building, especially after 11:00pm
- respect** for the building and property.

Your group is expected to leave your retreat space as neat and clean as you found it.

15. Dismissal

We reserve the right to dismiss any participant who shows extreme negativity, rudeness, or disruptive behavior.