



East Lobby Policies and Procedures

bellevue.org/creation-station



These policies and procedures are subject to change without notice.

Parking Lot

1. All parking spaces are open and are used on a first-come, first-served basis unless otherwise noted.
2. All handicap parking spaces are to be used for automobiles with proper handicap tags visible.
3. Bellevue Baptist Church will not be held responsible for lost or damaged personal property as a result of parking a vehicle on the church property.

East Lobby Café

1. Opening and closing hours are determined by Facilities, Food Service, and Children's Ministry and posted accordingly.
2. Menu items will be approved by the Food Service department of Bellevue.
3. Menu item changes can be suggested by attenders and visitors, but can only be approved by the Preschool and Children's Committee, Food Service Staff, or Office of the Pastor Staff.
4. All concerns and/or complaints must be provided in written form (email, text, letter, etc.) suggesting consideration of needed change or changes.
5. The Office of the Pastor, Food Service Staff, and Preschool and Children's Committee members will determine all menu item pricing.

6. The Food Service Staff will determine the varied serving sizes of all items.
7. Café staff will be employed and supervised by the Food Service Staff.
8. Café staff, employees, and volunteers will conduct themselves as professionals and will follow the Mission and Vision of Bellevue.
9. Sales will be direct to anyone who has cash or credit.
10. Hot beverages may not be sold to children 12 and under.

Play Structure

1. All children must be accompanied by a parent or adult before entering the play structure and the parent/guardian must be present for the duration of time the child is on the play structure.
2. The Preschool and Children's Committee will determine the Hours of Operation for the play structure.

Monday
8:00 a.m.–8:00 p.m.

Tuesday
8:00 a.m.–8:00 p.m.

Wednesday
8:00 a.m.–5:30 p.m.,
8:00 p.m.–9:00 p.m.

Thursday
8:00 a.m.–8:00 p.m.

Friday
8:00 a.m.–4:00 p.m.

Saturday
8:00 a.m.–2:00 p.m.

Sunday
1:00 p.m.–5:40 p.m.,
7:30 p.m.–9:00 p.m.

***General policy to close the play structure during church programming applies throughout the week.*

3. Special hours of operation will be determined by the Preschool and Children's Ministry Staff. These special operating hours must be posted at all entrances to the play structure using Bellevue approved signage.
4. The maximum height is 60 inches/5 feet in order to play on the play structure. These limitations will be administrated by the Preschool and Children's Ministry staff.
5. If a child is sick, they will be asked to refrain from entering the play structure. If a child gets sick while on the structure, he/she will be asked to exit immediately. Depending on the level of sickness, the play structure may be closed on a temporary basis for cleaning and/or sanitizing.
6. The play structure is open to all attenders and visitors who meet the mentioned standards.



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7. Entrance to the play structure may be denied or rejected due to capacity, negative past experience, inappropriate behavior, and failure to obey and follow the suggested policies and rules.
8. The play structure may be closed at any time.
9. Security TILE® SYSTEM:
A limited amount of security Tiles® are available for checkout in the East Lobby for parents who want the extra security for their kids while playing in the structure. Tiles® can be checked out on a first-come, first-served basis. Tiles® require a \$10 refundable deposit fee.
10. All rules and regulations must be followed by all kids who participate in activities related to the East Lobby play structure.

Posted Rules and Regulations

Toddler Play Room

- Children 3 years old and younger are allowed to play in this area.
- Toddlers must be supervised by a parent or an adult at all times.

Play Structure

- No climbing or playing on the outside of the play structure.
- Sick children will not be permitted on the play structure.
- Children must be supervised by a parent or adult guardian at all times while playing on the play structure.
- The structure is designed for kids 60 inches/5 feet in height or below.
- No running.
- No food, drinks, gum, or candy allowed on the play structure.
- No toys or outside items allowed.
- Please notify staff of any problems or concerns related to the structure.

Slide Rules

- Slide one at a time, in the forward, seated position, feet first.
- Do not slide with others on lap.
- Do not climb on or up slide.
- Do not push.

Note: For the safety of you and your child, in the event of an evacuation, all attendees will be asked to follow the evacuation plan and processes that are in place. Bellevue staff and Security will direct the evacuation plan.