****

**WATERMARK COMMUNITY CHURCH**

**Children’s 1st Floor Classrooms/Mat Room Policy**

RESERVATION GUIDELINES

* Reservations are required for use of the Mat Room/Classrooms.
* The Mat Room/1st Floor Classrooms can be reserved for playgroups by **members** only.
* Groups are allowed to make **two** playgroup reservations per month with the exception of the following times each week:
  + Tuesdays @ 10am-12pm
  + Fridays @10am-12pm.

Reservations during those times may only be made once a month. All other times are available twice a month.

* Maximum length of consecutive monthly reservations is 3 months. (Ex: 2nd Tuesday of the Month @ 2-3pm, March-May)
* Maximum length of time a room can be reserved is 2 hours (Ex: 3:00-5:00pm). Groups will need to be cleaned up and out of the room at the end of the allotted time frame.
* A 48 hour advance notice is required for all Mat Room/Classroom reservations.
* The Mat Room/Classrooms cannot be reserved during scheduled Watermark Childcare Events.
* Please contact Amy Gammenthaler at [amyg@watermark.org](mailto:amyg@watermark.org) to make your reservation.

PLAYTIME GUIDELINES

* NO FOOD OR DRINK is allowed in the Mat Room.
* Playtime in the Mat Room/Classrooms will not be supervised by a Watermark Staff Member or Volunteer. Playgroup Adults will need to monitor children at all times.
* Watermark is not responsible for any injuries in the Mat Room/Classrooms.
* Playgroups should leave the Mat Room/Classrooms in the same condition they find it.
* Groups are required to disinfect all mats/toys after use. The squirt bottle found in each room should be used to spray down anything that could be a germ-transmitter.
* The Mat Room/Classrooms cannot be used for Birthday Parties or Celebrations.

Note: Watermark reserves the right to change this policy at any time.