

FLC Gym

✉ office@northwoodbaptist.com

☎ (843) 553-3281

📍 2200 Greenridge Road, North Charleston, SC 29406

Emergency Contact:

Randy Jackson

(910) 352-4337

Welcome!

We are so happy to be hosting your event here in the Family Life Center Gym. I hope this welcome packet will be of use to you and answer any questions you may have before, during, or after your event. Of course, you can always contact us for any questions, concerns, or emergencies.

In this packet you will find some photos that will show you where things are or how to use them, as well as a campus map and a facility use checklist. Use this checklist to guide you through your event regarding set up and breakdown. Finally, you will find some Frequently Asked Questions.

Please do not hesitate to reach out if you need anything at all. Our offices are open Monday – Thursday, 8:30am-4:30pm or you can contact Randy Jackson at any time.

Wifi: nwbcguest

Password: northwood

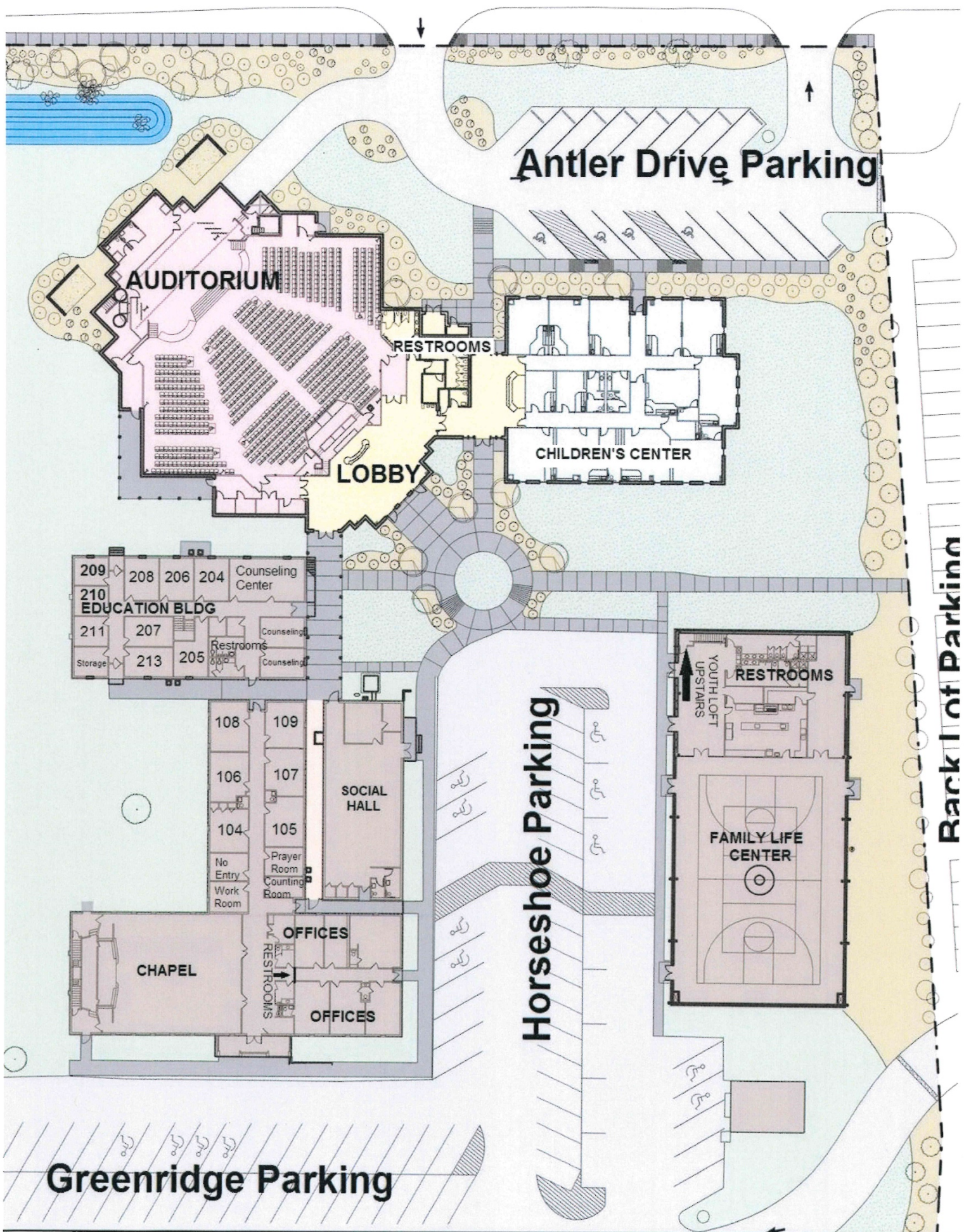
Blessings,

Morgan Donnelly

Ministry Assistant

Northwood Baptist Church

843.553.3281



Gym Walk-Through



Double-door entrance to the Family Life Center (FLC)



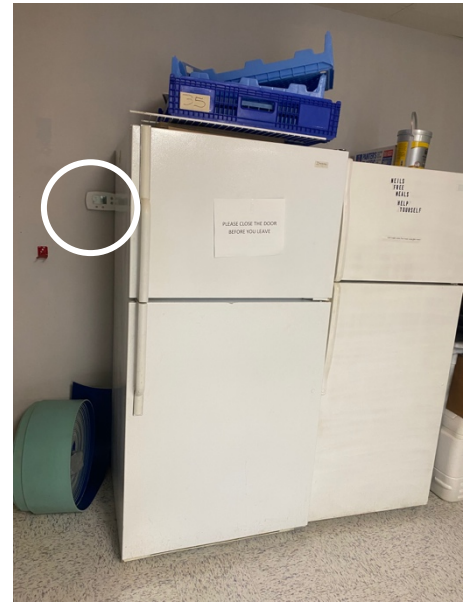
Off to the right-hand side of the double doors will be the magnet for you to place your keycard on so you can enter the building!



As soon as you enter the double doors, there will be a column to your left with a thermostat (controls the lobby), a fire extinguisher and some light switches. The light switch at the top controls the magnet that locks the double doors. If you flip it down, it will leave the doors unlocked so everyone can go and come as they please without needing a key. Just be sure to flip it back up at the end of your event and double check that the doors are locked on your way out!



Please set all thermostats back to 80. Fan must be in AUTO. Two thermostats are located in the gym, one in the lobby, and one in the kitchen. Please check all TEMPS.



As soon as you enter the double doors, the gym will be on your right. Pictured here is the double doors to enter the gym and circled in white is the light switch for the main lights in the gym. Secondary lights are indicated by the blue circle. Keys for the secondary lights can be found in sound cabinet, janitor supply cart, and kitchen. Please put secondary light key back when you are done.

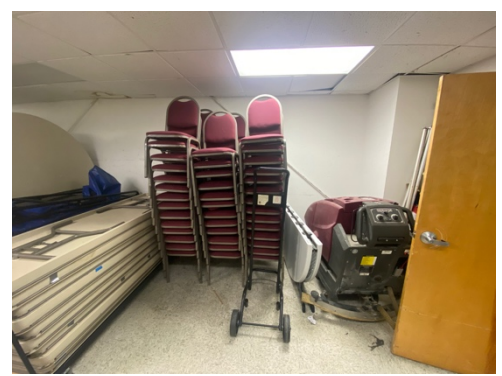
Here is a basic view of the gym showing bleachers, and the small metal cabinet that contains our sound system.



Small metal cabinet with sound system

We no longer use the speakers on the stands but instead use the mounted speakers in the ceiling. Please refer to the sound system pictures for more info.





Round tables and electrical room where chairs and rectangular tables are stored.

Rectangle tables and chairs stacked into 14 (please be careful, these are very heavy! Stack them back up in 14s), also pictured to the right-hand side is a dolly to wheel chairs out.

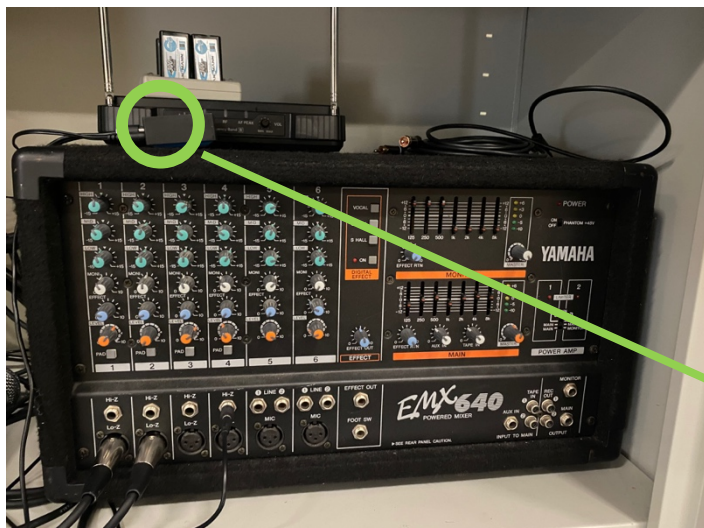


Please leave gym set up as in pictures with all bleacher set on wheels



Close up of cabinet with sound system inside

To use Bluetooth please press blue button till it flashes. Pull up Bluetooth on phone and connect to Esinkin BT Adapter



Close up of sound system:

Chanel 1:
Microphone

Chanel 2 or 3:
wireless mic

Chanel 4:
Bluetooth setup

Power switch on back



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Expectations

We need your help to keep our Facility clean. If you are using our FLC Building for any length of time we expect the following

- Everything put back up in its original place
- Sweep all floors used
- Spot mop any spills, sweat, etc.
- Spot check and clean any new scuffs on gym floor
- Empty any full trash

If you are using our gym for more than a half day we expect the following:

- Everything put back up in its original place
- **Sweep all floors**
- **Mop all floors used**
- Spot check and clean any new scuffs on gym floor
- Empty all trash

In our back storage area we have a janitor cart next to a mop sink. Located on the cart are extra paper goods, trash bags, mop bucket, cleaners, keys for secondary lights and paper goods, tennis ball for scuff mark removal, and other supplies needed.

To mop floors:

- Fill mop bucket with hot water half way
- Put in ½ cup cleaner
- Change water frequently once it becomes very dirty (approx. 4-6 changes for a full mop)

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Facility Use Checklist

BEFORE EVENT

- Have you made arrangements to pick up your key?

CLEAN-UP

- Are all tables and chairs put away just as you found them?
- Is all food cleaned up/thrown away?
- Dishes cleaned?
- Trash taken out to dumpsters?
- New trash bags put in trash cans?
- Counters/workspaces wiped down?
- Floor swept?
- Floor mopped?
- Are the bathrooms tidy/ Any running water/ Stopped up toilets?
- Is the room set up the way it was before you arrived (chairs/tables/bleachers/etc)
- All sporting equipment/balls and/or supplies put away

LOCK-UP

- FLC Gym
 - All lights (double check bathroom) turned off
 - All equipment turned off
 - Thermostat set to either cool (80) or heat (50) and fans on AUTO
 - Switch on middle column between the two double doors is flipped
 - Double check doors after leaving

AFTER EVENT

- Please make arrangements to return your key to the front office

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Frequently Asked Questions

Q. What is the fee to use one of your facilities?

A. We do not charge a set fee, but we do ask that you consider a donation to help us offset the cost of bills.

Q. Can I set up tables and chairs?

A. Yes, there are round tables in the corner of the gym and chairs neatly stacked in 14 behind the closed doors. These stacks are very heavy so use a dolly and be very aware of their weight. Please stack the chairs back up and put them back where you found them as well as breaking down the tables and rolling them back onto the racks at the end of your event. Use the chair dolly to pick up the stack of chairs from the front and roll them out into the gym.

Q. Can I put up decorations?

A. Please use painters tape to put anything on the walls and do not rearrange any décor that is already present. You may bring in your own décor and add to the décor we already have. **ABSOLUTELY NO nails or any other item that will leave a hole mark in walls may be used.**

Q. Is there a sound system I can use?

A. We have a very simple sound system in the gym, located in the small metal cabinet on the far side of the gym at middle court. Inside you will find the sound box, microphones, and an aux cord to plug in your phone or laptop if you are needing music.

Q. Can I set up the night before my event?

A. Please check the availability with Morgan (office@northwoodbaptist.com) to see if you are able to do so.