



## THE DEN GOVERNING RULES

Greater Maple Valley Community Center

### GENERAL RULES \_\_\_\_\_ (Initial)

Anyone disobeying these rules will not be allowed access to The Den until, in the opinion of the staff, the behavior has been addressed. Parents will be notified. Appropriate action, including law enforcement involvement, will be taken.

- Anyone wishing to gain access or to be permitted inside The Den must have their card or temporary pass, **NO EXCEPTIONS**.
- The possession or use of weapons, alcohol, illegal drugs or tobacco products is strictly prohibited.
- If anyone is disrespectful to staff, volunteers, peers, or damages or enters into any activity that could lead to damaging equipment/property, in the opinion of the staff, parents will be notified and the person will be removed from The Den.

### THE FOLLOWING ARE NOT PERMITTED \_\_\_\_\_ (Initial)

Any of the below can result in suspension from The Den. Additionally, youth can be suspended for any disrespectful or deviant behavior, in the opinion of the staff, not mentioned below.

- Foul Language
- Fighting
- Gambling
- Misuse or abuse of anything
- Failure to follow directions by staff
- Drug, Alcohol, and/or Tobacco usage
- Inappropriate Dancing and Moshing, in the opinion of the staff

### I.D. CARDS \_\_\_\_\_ (Initial)

- A completed registration form and picture ID card are required for all members before entering The Den. There is a **\$35 annual registration fee** for drop in (playing games, hanging out with friends) and additional fees for activity nights. If this fee presents a hardship, scholarships can be made available. Please see youth staff for more info.
- Replacement cards can be purchased for \$5.00 at the front desk. (registration verified)

### CHECKING IN/OUT EQUIPMENT/ GAMES \_\_\_\_\_ (Initial)

- You are responsible for all equipment signed out. Any loss or damage to equipment/ game will be your responsibility to replace.
- Check out only **ONE** item at time. You must check that item back in before checking out any other equipment/ game. **Do not let friends use an item** that you have checked out because you are **responsible** for that equipment/ game.

### DRESS CODE \_\_\_\_\_ (Initial)

Youth attending The Den should dress in accordance with the Tahoma School District Dress Code. The staff at the Den appreciate help in creating a comfortable and safe atmosphere for all present.

### DROPPING OFF AND PICKING UP PARTICIPANTS \_\_\_\_\_ (Initial)

The Den is not responsible for participants that are dropped off in The Den's parking lot but do not enter The Den.

- Participants must enter the building before The Den and it's employees or volunteers take responsibility for them.
- Participants cannot be held at The Den against their will.
- Participants must be picked up promptly at the end of an event.
- Participants must not loiter in the parking lots

### PERSONAL MEDICAL SUPPLIES \_\_\_\_\_ (Initial)

- In order to have access to personal medical supplies (inhaler, etc.) participants must have their name written on them and leave the item or items with a staff member.
- All medical supplies must have the participant's name clearly printed.
- Medical supplies must be taken home with the participants every day.



1. Please fill in where you live:

City Name \_\_\_\_\_  
(if not in a city, write in "Unincorporated")

and ZIP

- Homeless – formerly from ZIP and/or City
- ZIP Unknown

2. What is your gender?

- Female (1)
- Male (2)
- Transgender (3)
- Other (4)
- Unknown (0)

3. What is your race/ethnicity? Hispanics and Latinos/Latinas may be of any race. Choose all that you feel apply.

- African (Black) or African American
- Asian (not Pacific Islander)
- Hawaiian Native or Pacific Islander
- Hispanic or Latino/Latina
- American Indian or Alaska Native
- White or Caucasian
- Other Race
- Race Unknown

4. Are you non-English speaking or of limited English ability?

- No (1)
- Yes (2)
- Unknown (0)

5. Are you an immigrant, refugee, or new arrival to this country?

- No (1)
- Yes (2)
- Unknown (0)

Please continue to the next column. \_\_\_\_\_

VETERANS/MILITARY STATUS

1. Are you or any immediate family member a Veteran or on Active Military Duty?

- Yes, self
- Yes, spouse
- Yes, parent
- No
- Unknown

6. Do you consider yourself to be disabled or have a handicap?

- No (1)
- Yes (2)
- Unknown (0)

7. What is your age in years?

- Age Unknown

8. How many are in your household?

Total number of people in HH

Number of children under 18

- Single parent (non-partnered)
- HH Size Unknown

9. Using the chart on the back of this form, what is the gross yearly income category for your household?

- Category A (1)
- Category B (2)
- Category C (3)
- Category D (4)
- Unknown (0)

Thank you for your cooperation. These answers will be kept completely confidential at all times

Return Completed Form To GMVCC Thank You!

## 2007 - 2008 HUD Income Categories

**Instructions:** Find the column for the number of people in your household. Go down that column until you find the income range for your annual gross income last year. Look to the left to see what that row is labeled. That is your income category.

Household → ↓ Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<b>Category A</b>	Up to \$16,350	Up to \$18,700	Up to \$21,050	Up to \$23,350	Up to \$25,250	Up to \$27,100	Up to \$29,000	Up to \$30,850
<b>Category B</b>	\$16,351 to \$27,250	\$18,701 to \$31,150	\$21,051 to \$35,050	\$23,351 to \$38,950	\$25,251 to \$42,050	\$27,101 to \$45,200	\$29,001 to \$48,300	\$30,851 to \$51,400
<b>Category C</b>	\$27,251 to \$41,700	\$31,151 to \$47,700	\$35,051 to \$53,650	\$38,951 to \$59,600	\$42,051 to \$64,350	\$45,201 to \$69,150	\$48,301 to \$73,900	\$51,401 to \$78,650
<b>Category D</b>	\$41,701 or More	\$47,701 or More	\$53,651 or More	\$59,601 or More	\$64,351 or More	\$69,151 or More	\$73,901 or More	\$78,651 or More



## THE DEN COMPUTER USE POLICY

Greater Maple Valley Community Center

### GENERAL POLICY

- The individual patron is responsible for proper use of the computer network, databases, and the Internet while at The Den.
- The patron using the network or Internet must take steps to avoid allowing the computers or network to be damaged by viruses and other destructive programs.
- Patrons may not add to, delete, or alter the software on the computers in any way and will be liable for damage to the computers or the network if they do so.

### CHILDREN'S INTERNET PROTECTION ACT (CIPA)

In accordance with the Children's Internet Protection Act, no person is permitted access to websites, chat rooms, or e-mails that contain obscene or sexually explicit material considered harmful to minors.

- Any individual that displays inappropriate materials will lose computer use privileges and may not be permitted to have an I.D. card or access to The Den.

### ILLEGAL USES

- Harassing, Libeling, or Slandering Others
- Downloading Destructive Programs or Software
- Unauthorized Access (Hacking)
- Unauthorized Copying of Copyright-Protected Materials (Music, Movies, etc.)
- Accessing Material Advocating Pornography or Abuse
- Displaying Pornography
- Using the Internet or Network to Commit Fraud or Other Crimes

### SAVING FILES

Files may not be saved to the hard drive (C:). Individuals must save files to their own CD-R, CD-RW, or USB drive or purchase one from the front desk. The Den's computer's database will be erased every night to protect against viruses and other destructive computer programs.

### PRINTING FILES

Individuals will be allowed to print ten pages each month. Beyond ten youth must have staff permission. Therefore, individuals are strongly encouraged to conserve paper and print only necessary materials.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## The Den: Parent Permission Form



Participant Name		Today's Date		Home Phone		E-mail Address		
Street Address			Mailing Address (if different)			City/ST		Zip
School		Date of Birth		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Language other than English?	Does participant have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Allergies		Special needs & additional comments						
Physicians Name		Phone Number		Insurance Company		Subscriber Name & Medical Number		
Parents Name (s)		Address (if different than above)			Home Phone		Cell or work	
1. _____		1. _____			1. _____		1. _____	
2. _____		2. _____			2. _____		2. _____	
Emergency contact if parents cannot be reached		Home Phone		Cell or work				
1. _____		1. _____		1. _____				
2. _____		2. _____		2. _____				

### DROP-IN POLICY

The Den staff is not responsible whether a youth leaves or remains in The Den. The decision as to when a member arrives and leaves The Den, and with whom, is a matter handled between parent and child. Youth not mature enough to capably handle this responsibility should find other, more appropriate programs.

### Program Hours

Tuesday – Thursday 2:30 to 7:00pm; Friday and Saturday 2:30 to 10:00pm

### Café

There are snacks available to purchase at the café. Youth are allowed to bring appropriate food or drink into The Den. Food is not allowed in the computer lab, music studio, craft room or game room.

### Injury/Illness Procedure

If a participant is injured, appropriate first aid will be given, and 911 called as necessary. A parent/guardian will be notified as soon as possible. Authorization for emergency medical treatment must be signed prior to program participation. If a participant becomes ill, parent/guardians will be contacted to pick up youth as soon as possible.

### Agreement of Mutual Respect

GMVCC is a place where everyone can feel safe and respected. To achieve this, program participants will agree to the following:

- Treat others with respect, and respect the authority of adult supervisors/chaperones.
- Abide by GMVCC's "zero tolerance" policy for:
  - Use or possession of illegal substances, including alcohol, tobacco, drugs, and/or drug paraphernalia.
  - Illegal gambling.
  - Use or possession of weapons of any kind.
- Obey the general laws of the land.

Youth will be encouraged to make good choices when relating to each other and to the adults in the program. They will be encouraged to practice conflict resolution skills and to work through any problems they may experience with another person. For the safety and security of all, threatening the safety of one's self, another person or property, or failure to abide by the "zero tolerance" policy, will result in immediate removal from The Den and all activities.

### Parent Permission

My signature below grants permission for \_\_\_\_\_ to participate in activities sponsored by the Greater Maple Valley Community Center (GMVCC), including field trips & transportation in approved vehicles (vans or designated staff car), and assume all risks and hazards of the conduct of these activities. I agree to hold harmless GMVCC, its officers, employees, volunteers and agents, from all liability including any and all claims stemming from injuries, damages or losses that may be incurred by participation in, &/or the transportation to/from, these activities. I also grant GMVCC permission to use photos that may be taken of participant during activities for use in various publications, including GMVCC newsletter, web site, press releases and other articles.

My signature below also authorizes GMVCC staff to obtain emergency medical treatment for \_\_\_\_\_ in the event that I cannot be reached, and such treatment is deemed necessary by medical professionals.

\_\_\_\_\_  
Parent Signature authorizing program permission & medical treatment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Signature understanding & accepting Agreement of Mutual Respect

\_\_\_\_\_  
Date