



## Facility Rules

### Game Room Rules:

- Food and drinks are not permitted in the game room.
- Teens are not allowed in the game room when the room is closed.
- Please do not sit or stand on the pool or air hockey tables.
- Please do not stand on the furniture.
- Any misuse of the game room, or the equipment, including tampering with or destroying property, will result in disciplinary action, which may include loss of game room privileges.
- Pool cues and equipment are not to be dragged on the ground, or used improperly.
- Teens are responsible for taking care of the game room equipment. Damaged or lost equipment may result in disciplinary action.
- Inappropriate behavior of any kind will not be tolerated; we reserve the right to restrict access to anyone involved in inappropriate behavior.

### Multi-Purpose Room:

- Food and drinks are not permitted in the multi-purpose room.
- Please do not stand on the furniture.
- Teens are not allowed in the multi-purpose room when the room is closed.
- Teens are not permitted to tamper with the projection screen, the entertainment system or any other dance equipment that might be present in the multi-purpose room.

### Café-Room:

- Teens are responsible for cleaning up any mess they leave in the café, including cleaning any dirty dishes they may have used.
- Any food left unattended at the café tables will be thrown away. Food/drinks that are being saved for later should be placed on the side countertop.

### Computer Lab:

- Food and drinks are not permitted in the computer lab.
- Teens are not allowed in the computer lab when the room is closed.
- Teens must sign the Computer Lab Compliance agreement before Internet access is allowed.

- All games, books, magazines, or school supplies must be returned to their proper place after they are used.
- Teens are responsible for being courteous to their peers in the computer lab; i.e., using headphones when listening to music when others are working, keeping voice levels reasonable, respecting others workspaces.

#### **Movies/Video Games:**

- Teens are allowed to request movies/video games from staff members. Teens may only check out one movie/video game at a time.
- No 'M' rated games are allowed at the Old Firehouse Teen Center (OFTC).
- Teens are responsible for returning all movie/video games, including game systems, cords, and controllers.
- There is a limited number of TV's for movies/video games to be played, so teens are required to take turns when necessary.

#### **Staff-Only Areas:**

- Teens are not permitted in staff-only areas, including all supply rooms, and the main offices.
- Teens are not permitted to sit on, or hang around the main counter in the lobby.

#### **Homework Time:**

- Teens are responsible for 30 minutes of homework time Monday-Thursday. There is no homework time on Fridays.
- During homework time, teens are only permitted on school/homework related sites.
- Teens are expected to be courteous to others during homework time, and to keep their voices down so others around them can do their homework.

#### **Check In/Check Out:**

- Teens are required to sign in when they arrive at the OFTC.
- When teens leave the OFTC they are required to sign out.
- All sign in/sign out sheets are kept on the front desk at all times.



## **Acceptable Use of the Internet**

### **Eligibility**

Use of the Internet is open to all Teen Center users who have a signed "Computer Lab Compliance" form.

### **Time Limits**

Computer use is unlimited unless other users are waiting. In the event that all stations are filled and other users are waiting, computer sessions will be limited to 30 minutes.

### **Downloading**

On OFTC workstations, you must speak to an OFTC staff member before you download.

### **Uploading**

The OFTC does not permit the uploading of files.

### **Use of OFTC Workstations and Internet Access**

All computer hardware, software, and Internet access provided in the Fairfax County and the OFTC shall not be used for unlawful purposes; e.g., fraud, gambling, child pornography. Threats and the unauthorized use of the name or picture of another person are not permitted. Access to the Internet at the OFTC is filtered in accordance with Section 42.1-36.1 of the Code of Virginia.

**Failure to comply with these acceptable uses will result in loss of Internet privileges at the OFTC.**



I have read and understand the policies and procedures of the Old Firehouse Teen Center. I understand there will be consequences reflecting my actions if I do not comply with OFTC policies. I also I agree to abide by the rules of the OFTC computer lab; I will not tamper with the computers, download or go to inappropriate websites such as chat rooms, or similar. I will not deface the workstations, keyboards, chairs, or tables. I will not use pen or markers on anything but schoolwork. I also understand that failing to follow these rules will result in the indefinite suspension of my privileges at the Old Firehouse.

STUDENT Signature\_\_\_\_\_

Date\_\_\_\_\_

PARENT Signature\_\_\_\_\_

Date\_\_\_\_\_