

# RIVER COMMUNITY CHURCH

## USE OF FACILITIES POLICY

*River Community Church welcomes all people to join us in making God's  
Glory known and felt*

River Community Church welcomes the use of its facilities by River Community members and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission through worship, education, service and fellowship. The facilities and equipment policies have been developed to aid the members and staff of the congregation in conducting these programs. All church activities shall have priority over non-church activities in scheduling the use of the facilities and equipment.

- We desire to keep our facility welcoming and tastefully decorated. Vending and fundraising activities will be limited to approved-locations.
- Smoking, alcohol, and illegal drugs are absolutely prohibited.
- A designated representative will discuss reservation details with you. They will also open and lock the facilities as needed.
- When the Gym, Fellowship Hall, or Dining Hall is reserved without the kitchen, the kitchen will be locked. When the kitchen is needed, access can be requested from the church.
- A designated representative will assist in the use of the kitchen appliances.
- Access will be limited to the reserved space and restroom facilities.
- River Community property in the form of audiovisual equipment, tables, chairs, dishes, utensils, etc. may not be taken from the church without permission.
- The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases the organization will be given as much advance notice as possible and all deposits will be refunded.
- The space and equipment must be returned to its original condition and location. All tables and chairs must be wiped down, trash and garbage must be put into garbage receptacles, materials put neatly back where found, and all lights, stoves, electrical equipment must be turned off and/or unplugged.
- Keys, when distributed, may never be loaned or passed along.
- When keys are granted, doors used must be locked and checked prior to leaving.
- The organization or individual making the application must assume the responsibility and liability for injury to persons or damage to property.

### PRIORITY FOR USE OF CHURCH FACILITIES

The scheduling of church facilities shall be done on the following priority basis - on a first come, first serve basis.

1. Regularly scheduled church activities
2. Church-related activities (weddings, funerals, support groups, etc.)
3. Non-Church related use by members
4. Other uses by non-church members

All usage of River Community Church facilities and equipment shall be scheduled by contacting Amber at [laron.amber@gmail.com](mailto:laron.amber@gmail.com) or 605-359-4229. **Please do not contact Pastor Andy.** After completing the contract, please contact Amber to confirm your reservation and mail your form and payment to the address indicated on the contract.

The church maintains a master calendar of events. It can be found on the church's website at [www.rccdells.com](http://www.rccdells.com) under the facility use section. Non-church activities will be required to secure the approval of the date and time as well as Pastoral Staff and or Church Council when necessary before being placed on the schedule. In order to make the most resourceful use of space, we reserve the right to schedule events/activities in the most appropriate room. All events (unless specifically approved) must end by 11:00 p.m. Fees for use of the church facilities shall be stated at the time of scheduling and must be paid at the time of scheduling event. (See fee structure attached).

#### EVENTS NOT ALLOWED

- Any activity that would cause damage to the facility (**baseball activities are prohibited**)
- Any activity or event that would allow, promote, or include the use of alcohol, drugs, or smoking.
- Dances

#### ROOM SET UPS

Table and chair set up is the responsibility of the renters. They must be wiped down and returned to their original location after the conclusion of the event. Only free standing decorations are allowed.

#### FEE SCHEDULE

Fees for use of the church facilities have been determined to cover the cost of associated building overhead. Damage to church facilities or grounds will be paid for in full by the group. The security deposit, if required, will be applied toward this amount. The following fee structure shall be used in determining the cost of using facilities:

1. Regular church activities – no cost
2. RCC Church-related groups (with Christ-centered focus) – no cost
3. Regular church attendees'/supporters' weddings, funerals, and family gatherings (anniversaries, birthday parties, etc) – no cost. Families can give a free-will donation if they feel so led.
4. Other use by members – see fee schedules
5. Non Member groups – see fee schedules

**Special Events Fee Schedule (one time events)**

	Gym, Fellowship Hall, Dining Hall (One room only)	Gym, Fellowship Hall, Dining Hall (Two of the above rooms)	One Classroom
River Community Family	\$40	\$50	\$25
Non-RCC Family	\$50 for first 2 hours, with \$10 per every additional hour with a maximum fee of \$100 for entire day + \$200 damage deposit	\$100 for first 2 hours, with \$10 per every additional hour with a maximum fee of \$200 for entire day + \$200 damage deposit	\$30 for first 2 hours, with \$5 per every additional hour with a maximum fee of \$75 per day + \$200 damage deposit

**Multiple Use Fee Schedule**

Multiple time event use can be reserved upon request. Fees will be based upon frequency.

**Wedding Fee Schedule**

\*Includes the gym and dining hall\*

River Community Family	Fee is waived
Non-RCC Family	See above special event fee schedule

**Team Practice/Playing Fee Schedule**

<b>One-Time</b>	\$50 for first 2 hours, with \$10 per every additional hour with a maximum fee of \$100 for entire day + \$200 damage deposit
<b>Team Season Option</b>	6 month season option \$300 season fee Includes use of gym for 1.5 hours weekly (same scheduled time each week) for a six month period + \$300 damage deposit + A liability waiver must be signed by coach/organizer before rental. Proof of liability insurance must be provided.

***Additional season option notes:***

If the following tasks listed below are not completed after each use of the gym, a \$5 reduction of the deposit per incident will be forfeited:

- The floor is to be swept after each use.
- Trash (all drink bottles and candy wrappers to be removed).
- Bathroom picked up.

Please submit separate checks for the fee and deposit. The deposit will be refunded after the church has determined all requirements have been satisfied and no damage exists.

**Please note, the gym is not available for rental on Wednesdays due to church youth groups.**