



## FACILITIES USE POLICY

### **General Statement of Purpose**

Our facility allows for much of our ministry to be possible and therefore the building must be handled with great care, diligence and prayer. The primary purpose of our building is to encourage activities and ministry events that support any of the following five godly pursuits: ministry, evangelism, discipleship, fellowship and worship. In addition to church/ministry events the building is available to celebrate the life of our church family with events such as weddings and funerals. We encourage members to use this facility to its full capacity.

Our facilities are also available to approved non-members as a witness to our faith and as a means of demonstrating the Gospel of Jesus Christ in practice. However, our facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, nor may church facilities be used for activities that contradict or are deemed inconsistent with the teachings of the church. The church must present a consistent message to the community. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would harm the message that the church strives to promote. The Session, with input from the Diaconate or its official designee, are the final decision-makers concerning the use of church facilities.

This facility is a resource that has been entrusted to us by God, and we seek to steward the resources He gives us to glorify Him and advance His Kingdom.

# POLICIES AND PROCEDURES

## Building Use Guidelines

1. Upon notification of approval, the user should discuss any support details that are associated with event requirements with the church representative communicating with the user about the event. The user must ensure all requirements are made known and resolved at least 10 days prior to event commencement.
2. The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
3. Events, programs, and activities are limited to the space that is assigned only.
4. The use of tobacco products (including electronic substitutes), alcoholic beverages or illegal substances is not permitted in any church facilities.
5. No unauthorized weapons are allowed on church property.
6. No open flames are permitted at any event. Candles with globes may be used with prior authorization from the Diaconate.
7. The user is expected to leave the building in the same condition it was in before the event.
8. Any new or pre-existing damage to facilities, equipment or furnishings should be reported to the church member sponsor, the church staff or the Diaconate.
9. The user will ensure the area is clean, all trash is removed, and all items associated with the event have been removed (signs/posters/items/approved tape/decorations/etc.) at the conclusion of the event.
10. If furniture or equipment is to be moved, it must be pre-arranged and approved in writing on the church use request form. A diagram for the layout of the event should be provided if moving of furniture or equipment is needed.
11. All decorations, signs or posters in the facility and on the grounds must be pre-approved by the Diaconate. Examples or photos of the media should be provided with the church use request.
  - NO items may be affixed to any surface without written consent.
  - NOTHING may be tacked or nailed/screwed into any surface to include walls, ceilings, woodwork or fixtures.
  - Scotch/Duct Tape is NOT to be used on walls, ceilings or any other area that may leave unwanted marks. Painters tape, poster putty and post-it note adhesive are the only approved items for hanging items on any surface. Ceiling clips and monofilament may only be used for hanging items from the ceiling.
  - Signs on the exterior doors or grounds are not permitted without prior approval.
  - Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of the Diaconate and/or any church staff employee.
12. Events in any area that require the use of audio-visual equipment must have one of the church's designated AV Technicians or someone approved by our AV Technicians on duty.
13. When children attend any event, they must always be under the supervision of their parent or a designated adult and are not permitted to roam freely on church property.
14. All children's or youth activities must be always supervised by adults over the age of 21. The number of required adults will be determined by Riveroaks' Children Director and/or Youth Director based on number and ages of children/youth involved.
15. Food consumption is only allowed in designated areas. Exceptions must be approved prior to the event. No food or drinks are allowed in the sanctuary at any time.
16. No church furnishings/equipment/supplies may be removed from the campus/facilities unless it is a church-sponsored event and only with approval from the church staff or Diaconate.
17. Each event group is responsible for their own supplies unless otherwise arranged.
18. Any storage of materials for an event will need prior authorization and approval by the Diaconate.
19. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A damage loss insurance waiver must be provided prior to use and for certain events, and a certificate of liability insurance may be required.

Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the church facility.

## **Application Process**

Individuals or groups desiring to use our facilities must fill out an on-line “Church Use Form” located on the Riveroaks website or the Church Center app (<https://rrpc.churchcenter.com/pages/facility-use>). All requests are forwarded to the appropriate church staff, so it is important to allow at least three weeks for your request to be processed.

Non-RRPC groups of over 40 people will require event insurance with a Certificate of Insurance provided with the Church Use Form. Note: Event insurance can be obtained on-line at various websites for less than \$100 (more for multiple days).

The Diaconate or Office Manager will notify the applicant or church member sponsor upon approval or denial of the request within a week.

The requestor is to attend a pre-event meeting and the actual event as they will be responsible to ensure the observance or the rules applicable to the use of the building, grounds and equipment.

Full payment of fees and proof of certificate of insurance (when required) for the event is required at least ten (10) days prior to the date of the event.

## **Available Facilities**

1. Sanctuary
2. Fellowship Hall
3. Kitchen
4. Youth Room
5. Large and Small Classrooms
6. Parking Lot
7. Playground
8. The Commons
9. Nursery

## **Security**

RRPC works to maintain a secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all building users. All building users must be vigilant in doing their part to keep the building secure and ensure compliance with all current and approved policies and safeguards.

For large events, the cost for the use of church security personnel will be provided to the event requestor in the church use quote.

## **Safety**

RRPC works to maintain a safe environment within the facilities and on the church property. Fire extinguishers are located throughout the building. All users of the building for events will be briefed by the diaconate on the location of fire extinguishers and First Aid Kits in case of an emergency.

The Diaconate will determine case by case if there is a need to have a Deacon or church staff member present during an event to ensure compliance to the church use policy, safety and security, or a need to use outside security services through Germantown Police Off Duty resources.

## **Parking**

RRPC has over 300 designated parking spaces located adjacent to the campus buildings. Restricted parking/no parking signage is clearly displayed in all lots. The understood speed limit is 5 mph in all lots. Event users are invited to use the parking most convenient to their activity. All users are urged not to park along curbs (no parking), and to observe special signage.

## **Entering/Exiting the Facilities**

Facility access will be provided prior to your event.

During normal business hours, Monday through Friday (8am—4pm), the main office entry door is the primary enter/exit door. This door is camera-monitored during the normal office hours with electronic release to allow entry. All other exterior doors are locked under normal conditions.

The Diaconate will program the designated doors for the event to open and close on a schedule based on the event church sponsor or event coordinator if outside church normal business hours. If the event ends earlier than expected, please notify the church Diaconate representative. Otherwise, a church staff member, Pastor, Elder or Deacon with facility access fobs will be present to open and close the church for the event.

## **Checklist for Closing the Building**

The requestor and any designees listed in the event request information will be responsible for clean-up, lights out, lock up and security.

- Leave the facilities in as good, if not better shape, as found.
- Put all furniture and equipment back in its original location.
- Take away or throw away all items you brought with you to the event in the church dumpster.
- Make sure all lights are off, including in the bathrooms and hallways.
- All toilets should be flushed and not running.
- Make sure coffee makers and other heating units are turned off and cleaned.
- If the kitchen was used, all utensils, trays, other cooking equipment, counter and floors must be cleaned, dried and returned to their original location.
- Close and lock all windows and doors before leaving the premises. Any damage, breakage or malfunction of equipment should be reported to the church office.

## **Disclaimers**

1. Either party may cancel at least five (5) days prior to the date of the event. RRPC will allow cancellation with a full refund of all money paid for usage only under extenuating circumstances. In addition, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
2. The church reserves the right to pre-empt any facility use for its own in case of emergencies (such as funerals) with a full refund of all money paid for usage. Notice will be provided as early as possible. Again, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
3. Regularly occurring and occasional RRPC events, activities and programs take precedence in scheduling use of the facilities. Otherwise, uses of the facilities are on a first come first served basis.
4. All needs for an event must be listed in the initial event request. If your needs change unexpectedly, please contact the church sponsor or Office Manager, although we cannot guarantee that the additional requests will be fulfilled.

## **By reviewing and signing this policy and agreement you are affirming that:**

1. You understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith. To the best of your knowledge the purpose for which you are requesting use of church facilities will not contradict the church's faith, and you commit to promptly disclose any potential conflict of which you are aware or become aware to church staff. You are not aware of any beliefs that are professed by you or the organization you represent, and which is requesting use of the church's facilities that contradict the beliefs of the church. You agree to promptly disclose any potential conflicts to the church staff.
2. You understand that upon approval of your facilities request, you will need to provide payment, a certificate of insurance (if applicable), and any other fees required by the church.
3. You understand that your use of these facilities is subject to the Diaconate's approval, which is conditioned in part on your agreement to the requirements in this policy, which you have read and understood.
4. You understand that you will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.