

The River Church of God

Building Usage Policies

We at The River are delighted to be able to offer you space to hold your event or conduct your meetings. The property and facilities of The River Church of God are designed and intended to bring glory to God by supporting programs of the church; by providing for the education, recreation and fellowship of the church body, and for outreach to the community. Therefore, we urge that all facilities be treated as the Lord's house and all activities are conducted in a manner that glorifies God.

With so many activities and ministries available at The River, providing clear guidelines regarding the use and maintenance of our church home is important. We ask that you and your group read and follow the policies for use of our building, listed below, so that we may continue to offer use of our facilities to you and others.

The following policies apply to all member and non-member persons, groups and ministries requesting use of the facilities.

USAGE

The facilities at The River may be used for the following events:

- Weddings
- Funerals
- Showers
- Anniversaries
- Reunions
- Church Ministry Events
- Seminars
- Meals
- Other events as approved by the Senior Pastor

These events may be scheduled any day of the week including Sundays, provided they do not conflict with any scheduled church usage.

The church may plan other activities on the day the building has been reserved, provided it does not interfere with the activity for which the building was reserved.

GENERAL GUIDELINES

1. The River church services, ministries, and individual members (in that order) hold scheduling priority. There may be, however, unforeseen emergencies (i.e., funerals, etc.) that will receive preference over other building/room reservations.
2. Your use of the building is not exclusive, other individuals or groups may be using the building at the same time. Everyone must show respect for other individuals and groups using the building at the same time. If you need exclusive use of the building for a particular event, permission may be sought from the Senior Pastor.
3. Individuals, Groups and Ministries using the facilities are expected to use only the rooms requested for use.

4. All events will be conducted in accordance with all applicable laws, regulations and ordinances.
5. Individuals and groups are expected to honor their scheduled time. Failure to do so may be grounds for denying them future use of the building.
6. Thermostats are set to maintain efficient use of heat and air conditioning; do not change settings.
7. No alcohol, drugs, firearms or gambling are allowed in church buildings or on church property. No smoking is allowed in buildings at any time.
8. Food and beverages may not be brought into the Sanctuary, unless prior approval is granted by the Senior Pastor.
9. All groups using the facility must be sponsored by a ministry leader, adult church member or approved adult non-member. This sponsor accepts responsibility for the use and security of the building.
10. All sponsors must be trained in how to use the building utilities and equipment (security, lights, heat/AC, stove, etc.). Training is provided by a church staff member during weekday office hours.
11. Any group requesting use of a church facility is responsible for providing its own volunteers to set up and clean up after itself. For some events, we may require a cleaning fee and the use of our custodial staff. For events involving large numbers of people or those utilizing the kitchen facilities, the group may be required to hire kitchen/custodial personnel.
12. All facility use is based on the condition that the premises are left in clean and working condition as they were found (including hallways & restrooms) prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible by calling the Senior Pastor.
13. Each individual or group must place all trash in garbage cans or trash bags and take the bags to the dumpster located at the rear of the building.
14. No item(s) should be attached to building walls, ceilings, doors, floors or equipment that could leave permanent marks or damage. Approval must be obtained from the church office before attaching any items to walls, ceilings, doors, windows, floors, equipment or general use bulletin boards.
15. No furniture or equipment may be moved or removed from the premises without approval.
16. On-going storage space within the building is not available. All items brought in must be removed each time the facility is used.
17. Use of sound equipment (sanctuary system, cd player, microphones, etc.) or media equipment requires pre-approval and must be operated by our trained technicians and may require a fee to be paid in advance.
18. Use of music equipment/instruments requires pre-approval.

19. Use of kitchen supplies/appliances require pre-approval. In most cases, groups using the kitchen should furnish their own supplies and label them accordingly.
20. Users are responsible for turning off all lights (halls, rooms, bathrooms & entrance ways) before leaving and making sure all water faucets are turned off.
21. The River reserves the right to refuse to provide space to any individual or group for any reason.
22. The River is not responsible for items lost or stolen from the premises or accidents or injuries while on the premises or while using the facilities or equipment at The River.
23. Weddings held at The River are subject to a Wedding Policy Agreement in addition to this general use agreement.

RESERVATION REQUESTS

- Requests for building usage should be submitted to the church office at least 2 weeks prior to the planned event. Events already scheduled on the church calendar take precedence over any other events submitted.
- In the event of an emergency (i.e. funeral), that event will then take precedence over any scheduled event. Every effort will be made to reschedule events with the least amount of inconvenience.

DEPOSITS AND FEES

- Fees for building use will be charged in accordance with the attached Building Use Fees form.
- A deposit, if applicable, must be paid before the event will be scheduled on the calendar. Payment in full of all fees shall be received by the church secretary before use of the building will be permitted.
- Each individual or group is responsible for any breakage or damage caused by the group. The cost of repairing any damage or replacing broken items, including the costs of material and labor, will be taken from the damage deposit. If the cost of repair or replacement exceeds the amount of the deposit, the individual or group using the facility will be fully responsible for paying those costs. Decisions regarding the damage deposit refunds will be handled by the Senior Pastor. If any portion of the damage deposit is retained by The River, a letter will be issued explaining why such action was necessary.

CHILDREN

Children are very welcome at The River. However, adult group members must care for any children in the group properly while your group is at The River. For the children's safety, we ask that you confine any children associated with your group to the area of the church building you have asked to use. Please do not let children run through the building. Adult group members or leaders (18 years of age or older) agree to be responsible at all times for the care and supervision of children associated with the group.

The River Church of God
2000 Evangel Circle – Guntersville, AL 35976
Phone 256-582-6906

REQUEST FOR USE OF FACILITIES

DATE OF FUNCTION: _____ **DATE OF REQUEST** _____
If a continuous function: Start Date _____ *End Date* _____

TIME OF FUNCTION: FROM _____ am/pm TO: _____ am/pm TIME OF SET UP: _____

NAME OF ORGANIZATION: _____
TYPE OF EVENT: _____
NUMBER OF PEOPLE EXPECTED: ADULTS _____ CHILDREN _____

CONTACT PERSON: _____
PHONE: _____ EMAIL: _____

FACILITY/ROOMS REQUESTED:
_____ SANCTUARY _____ FELLOWSHIP HALL _____ KITCHEN
OTHER ROOMS: _____
NUMBER OF TABLES NEEDED: _____ CHAIRS: _____
PLEASE SKETCH A SET UP ON THE BACK OF THIS PAGE.

EQUIPMENT REQUESTED:
_____ SANCTUARY SOUND SYSTEM (SOUND TECHNICIAN REQUIRED)
_____ VCR/TV _____ DVD PLAYER _____ OVERHEAD PROJECTOR
_____ COMPUTER/MEDIA (TRAINED TECHNICIAN REQUIRED) _____ LCD PROJECTOR
_____ PIANO/KEYBOARD/OTHER MUSICAL EQUIPMENT
OTHER: _____

PERSON(S) IN CHARGE: If you are unsure of your responsibilities, please ask for an explanation of this policy.
NAME: _____ CHURCH MEMBER: ___ YES ___ NO
PHONE: _____ EMAIL: _____
NAME: _____ CHURCH MEMBER: ___ YES ___ NO
PHONE: _____ EMAIL: _____

I have read the rules regarding the damage deposit, fees and terms of use of The River Church of God, and I do hereby agree to abide by them and ensure that members of my group abide by them.

SIGNATURE: _____ **DATE:** _____

For Office Use: Damage Deposit attached: \$ _____ Check # _____ Event Placed on Calendar: _____ Other fees assessed: _____ Notes: _____
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