

RIVERSIDE COMMUNITY CHURCH
United Church of Christ
317 State Street - P.O. Box 656
Hood River, Oregon 97031
Phone: 541 386-1412 – Fax: 541-386-5482 – e-mail: rcc@gorge.net

APPLICATION FOR USE OF CHURCH FACILITIES

Name of Organization _____

Contact Name _____ Phone _____

Address _____ Phone _____

Nature and purpose of applying organization _____

Date(s) of use: _____ Time: _____ Type of Event: _____

Est. no. of people _____ Open to Public? _____ Admission? _____

1. Please explain the purpose of meeting or the nature of the use of facility. _____ **Non-Profit 501(c) (3) organization?**
 2. List any equipment or preparations that you wish the church to supply. _____

<u>\$25 Key Deposit Required</u>	<u>Date Deposit Received</u>	<u>Returned</u>
Room(s) requested:	Daily Rate	Daily Rate (Non-Profit Groups)
_____ Sanctuary	\$185.00	\$75
_____ Pioneer Room	\$135.00	\$65
_____ Kitchen	\$100.00	\$50
_____ Fireside Room	\$ 75.00	\$40
_____ Ruth Wells Room	\$ 75.00	\$40
_____ Classrooms/Nursery	\$ 75.00	\$40
_____ Other _____		

<u>Recitals</u>	<u>Rehearsals</u>
1 st Hour \$50	1 st hour \$25
\$10 each	\$10 each
additional hour.	additional hour.
The sanctuary must be cleared of all programs etc. after the event.	

All requests for room set up must be made not less than one week prior to the event. Last minute requests cannot be accommodated. Items to be delivered and changes made to the room(s) used for the event must be discussed and noted at the time of application. You will be responsible for any damage done to church property as a result of your event.

Inquiring about the use of the church does not imply a reservation has been made. Until this signed application, along with the deposit, is received and approved, the reservation for space is not considered confirmed.

Fees have been agreed upon as follows: for the use of _____
 a total fee of \$ _____ Payment is expected prior to the day of the event unless prior arrangements are made.

I have read and agree to the attached Policies for Use of Church Building and the Application for the Use of Church Facilities.

Print name: _____ Signature: _____

Office Use

Calendar Clear _____	Permission granted _____	Denied _____	Notes _____
Fee Received _____	Waiver granted _____	Denied _____	_____
Key Deposit _____			_____

Adopted 6-8-10
by Riverside Community Church Council

POLICIES FOR USE OF CHURCH BUILDING

The following policies for the use of _____ allows us to keep the building in good condition and to make it available to groups in the community.

The continuing programs of the church, including Sunday worship services and the activities of the church's commissions, committees, choirs and groups have priority for church use. Use of the building is available to community groups for religious, educational, civic, cultural, recreational and social purposes. The following guidelines must be adhered to by groups and individuals using the church building. Failure to do so may jeopardize the group's future use of the building.

1. Only those rooms that have been reserved may be used and only participants in the event may be admitted.
2. Groups wishing to serve food as part of the event may do so in certain church rooms, provided that arrangements have been made at the time of application.
3. Food and drink are not allowed in the sanctuary. Applicant assumes responsibility for enforcing this rule. Applicant agrees to make this policy clear to all guests attending an event and to ask guests to dispose of food or drink, whether it is provided by Applicant or brought into the building from an outside source, before entering the sanctuary.
4. Alcoholic beverages are not permitted in the church or on church grounds.
5. Smoking is not permitted inside any part of the church building.
6. Displays, signs and banners may not be placed or hung outside of the church building. Decorations and displays must not damage church property and are to be removed at the conclusion of the event. Nothing may be taped to the walls. City fire regulations are to be observed.
7. The altar in the sanctuary may not be removed without prior permission.
8. Only music-related objects are allowed on the piano or organ. The piano may not be moved without the permission of the church office. The organ may not be played without the permission of the church's music specialist.
9. Cancellation of an event must be made by contacting the church office.
10. When the application is approved and accepted, the organization and contact person named on the application agree to take full responsibility for the event or activities of the group, the conduct of the people in attendance, and any damage to the building, property, or equipment arising out of the organization's use of the building.
11. The organization and contact person agree to release and hold Riverside Community Church, its employees, officers, agents and volunteers harmless from any liability, claims, injury or other damage arising out of the organization's activities on the church premises.
12. The organization and/or contact person agree to furnish the Church with a certificate of liability insurance in the amount of no less than \$1,000,000 per occurrence naming Riverside Community Church, employees, officers, volunteers and agents as additional insured.
13. The Church, by approving use of its facilities, does not endorse or sponsor the event. If information about the location of the event is publicly announced, the group will clearly indicate that the church is not endorsing or sponsoring the event.
14. Please show proper respect for this house of worship and the congregation who allows use of the facilities.