

RULES FOR USE OF BUILDING

1. Rochester Christian Reformed Church (RCRC) is a congregation in the Protestant Christian tradition, part of the Christian Reformed Church in North America (CRCNA). All activities held on RCRC property must be consistent with the mission, policies, and positions of RCRC and the CRCNA as expressed in its synodical decisions. All building uses must be approved by the RCRC Council.
2. Priority for use will be in the following sequence:
 - a. Church activities
 - b. Church member activities
 - c. Rochester Christian School activities
 - *d. Civic activities with communal interest
 - *e. Non-church member activities

*require Council approval
3. Fees
 - a. Church & Rochester Christian School Functions
There are no fees for church & RCS functions.
 - b. Functions of Church members
 1. No fee will be charged for the sanctuary or fellowship hall for weddings or funerals except for a custodial fee as outlined below.
 2. For weddings and other functions of church members (funerals excepted), a custodial fee based on a rate of \$20/person/hour will be assessed. The number of hours will be determined from the time the custodian(s) leave home to support the activity until they return. It is expected that any time required by the custodian(s) to return to the building to the pre-activity condition will be paid for by the church member whose function is being supported. Questions should be referred to the President of Council.
 - c. Non-church Member Activities
 1. A fee of \$110 for recitals for the use of the sanctuary and fellowship hall, \$125 for concerts in the sanctuary, \$55/day for a second recital by the same teacher in the same month, \$100 for piano tuning, \$125/day for fellowship hall parties, \$90/day for the activity room, \$30/day for a sound person to have microphones and speakers available for recitals and \$30 for use of the candles on the pews if not already up, \$15 for candles already in place will be assessed to non-church members. Partial payment to be paid one week prior to the activity. These areas will be used as they are, with the understanding that the activity room is also used as a storage room by the church for tables and chairs. Any rearranging of these areas must be cleared through the church office.
 2. In addition to #1, one week prior to weddings a \$300 deposit shall be made to provide for expenses due to breakage and custodial expense. Table and chair set-up, rearranging the room for scheduled church activities, table and chair take-down, and room clean-up will be the responsibility of the group using the facility. If desired, the church custodian will do this work and expenses shall be deducted from the deposit at a rate of \$20/hour for each custodian required to support the activity and to return the church to the pre-activity condition after the function is completed. Any custodial work required following such use shall be charged \$20/hour. Any part of the deposit remaining shall be returned within two weeks after the completion of the activity.
 - d. Civic Activities with Communal Interest
Fees shall be determined on a case-by-case basis by President of Council.
4. It is expected that when the kitchen is used for church functions, or for the activity of church members, the kitchen will be returned to its pre-activity condition. Committee chairpersons or church members using the kitchen will be held responsible. Non-church member use of the kitchen is discouraged and will require

coordination with the Church Office. Renter is expected to provide their own supplies (refreshments, paper products etc.).

5. Tables, chairs, and decorations should be set up and taken down by the party using church facilities. Custodial support at the established rate of \$20/hour can be coordinated through the Church Office. All clean-up should be finished before the start of the next church event, or the charges will continue. Clean up includes: taking out trash, sweeping floor, and dishes cleaned and stored. (Brooms are located in the storage closet off the fellowship hall.)

6. Supplies and storage
 - a. Supplies, such as paper goods, etc. are to be supplied by the party using the facility (for non-church functions). Renter is expected to provide their own supplies (refreshments, paper products) and needs to remove all left over supplies and food from the refrigerator.
 - b. Individuals and organizations using the RCRC building for activities and meetings that are independent from RCRC are encouraged not to keep their supplies and equipment in the building. If there is a valid need to keep supplies and equipment for groups meeting on an ongoing basis, Council President must approve the storage of such items. Approval will only be granted if space is available. A specific location/closet will be assigned and items may only be stored in that specific space. RCRC is in no way responsible for the security and safeguarding of such supplies and equipment and all risk of loss or damage is assumed by the person/organization storing the items in the building. No item that might reflect negatively on RCRC may be stored nor may items that could present a health or safety problem. Storage areas must be kept neat and sanitary. Once the building use arrangement with those storing items in the facility is terminated, all such items must be removed from the facility immediately and the storage location must be appropriately cleaned.

7. Rules for activities in the church building and church property are as follows:
 - a. No smoking inside the building.
 - b. Absolutely no alcoholic beverages on church property.
 - c. The party using the facility shall be responsible for seeing that the building and property are left in the same condition as found.
 - d. Turn off all lights upon completion of activity.
 - e. If custodian is not available, lock and check all doors and windows at completion of function.
 - f. No use of the phone, copier, or other supplies is permitted unless you receive prior permission from the Church Office.
 - g. No candles are permitted, unless prior permission is received from the Church Office.

8. Use of the facility on Saturday will require approval of the President of Council.

8. Safety Information
 - a. First aid kits are located in the kitchens.
 - b. Fire extinguishers are located by the main doors, by the nursery entrance, in the lounge, in the new wing corridor, and in each kitchen.
 - c. Lock up procedures:
 - a. Check all windows to see that they are closed and locked.
 - b. Check all lights to make sure that they are turned off.
 - c. Check all doors/entrances to make sure that they are closed and locked.
 - d. AED equipment is located in the emergency closet just inside the main doors.
 - e. Emergency contact #s
 - Reba Veenje-Sexton-787-1051
 - Tim Collins – Council President 381-4244
 - Greg Skizim-Secretary- 787-2747 (home); 746-2753 (cell)

9. For reservation and assistance regarding use of church facilities, contact the church Administrative Assistant at (585) 381-7861, Monday through Friday, from 8:30am to 2:30pm.

Revised 7/24/2018