

# Building Use Form

## Rockford Reformed Church

4890 Eleven Mile Road NE, Rockford, MI 49341  
(616) 866-2308

<b>Date of Use:</b> _____	<b>Time of Use:</b> _____
<b>Reason / Occasion:</b> _____	

**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Rooms:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fees:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Key Deposit** (community groups for private use):

\_\_\_\_\_

**Sound Equipment Needed?** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_

**TOTAL:**

\_\_\_\_\_

**Note:**

- Please pick up a building key from the church office (during office hours) a day or two before your function.
- If you are cooking in the kitchen you must receive instructions on using the kitchen equipment (oven, stove, dishwasher).

**I have read the "Building Use Regulations and Fees" document and agree to its contents.**

**Signed:** \_\_\_\_\_

**For Office Use Only:**

Approved: \_\_\_\_\_

- Wall Calendar
- Custodians
- Confirmation Returned

Paid (date): \_\_\_\_\_

Key # \_\_\_\_\_

# Building Use Regulations and Fees

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## Use of Church Facilities and Equipment

### I. GENERAL REGULATIONS

- a. **Community Facilities:** The Rockford Reformed Church's facilities shall be a community center and available to residents for meetings when such uses do not interfere with church programs. The facilities shall be made available as freely as is consistent with the policies of the consistory of the church and consistent with the original and primary purposes of the buildings and grounds.
- b. **Scheduling:**
  - 1) It shall be the responsibility of the church office to maintain a master calendar of all extra-curricular uses of the church facilities.
  - 2) Since the church facilities are primarily for use of church groups, non-church groups shall use the facilities only when not in use by church groups.
- c. **Area/Equipment Restrictions:** Groups using the facility will confine their activities to the areas and equipment so specified on the application
- d. **One Year Reservation Limitations:** Groups shall not have exclusive use of a facility for long periods of time on a particular night, or series of nights. Reservations shall be restricted to a period of one year at a time.
- e. **Sales, Exhibits, etc.:** Nothing shall be sold, given, exhibited or displayed without permission of the Consistory.
- f. **Liability Insurance:** Groups involved in money-making projects, except church-approved activities, shall furnish proof of liability insurance coverage of no less than \$100,000.
- g. **Intoxicants/Disorderly Conduct:** The use of intoxicants, controlled substances or disorderly conduct of any kind on church properties is prohibited and shall result in immediate cancellation of the reservation.
- h. **Smoking:** Smoking is prohibited in all church buildings.
- i. **Right of Refusal:** The church maintains the prerogative of refusing a request for the use of church facilities by an individual, group, or organization.
- j. **Right of Cancellation:** Inaccurate or untruthful statements made in application or violation of rules governing the use of the facilities may cause the responsible persons or organization, or both, to be excluded from the use of the church facilities.
- k. **Music for Dancing:** A list of proposed music to be used at a dance must be submitted to the church office for approval.
- l. **Closing Time:** Programs must be finished by 10:00 p.m. unless other arrangements have been made with the office.
- m. **Helium (Floating) Balloons:** The use of helium balloons, or any balloon that "floats" in the Family Life Center is prohibited.
- n. **Balls on Walls:** No soccer, handball, kick ball, softball, baseball, football, or any activity where the ball hits on the wall is allowed.
- o. **Dodge Ball:** Dodge ball may be played only with church supplied balls.
- p. **Football:** No football is allowed in the Family Life Center
- q. **Hanging on Rims:** Hanging on rims is not allowed.
- r. **Roller skates, roller blades, bikes, skate boards, & scooters:** No roller activities allowed in the building – ONLY outside.
- s. **Beverages:** All beverages served shall be a light color. A tray must be under coffee and kool-aid servers to prevent dripping on the floor.
- t. **Decorations:** Decorations in the sanctuary shall be limited to flowers, bows and ribbons. No thumb tacks, nails, screws, wire, tape or hooks may be used at any time. All flowers, cut or potted, must be in waterproof containers. Tacks, scotch tape, masking tape, screws, wire and hooks are not to be used on furniture, walls or any wood surface.

## **II. APPLICATION**

- a. **Five (5) Day Advanced Notice:** The use of the church facilities by non-church groups shall be scheduled through the church office at least five (5) days in advance.
- b. **Qualified Applicants:** Applicants must satisfy the church office that:
  - 1) They are responsible persons and officially represent the responsible organization.
  - 2) They will guarantee orderly behavior and will underwrite any damages due to their use of the facility.
  - 3) Their program is on a nature suitable for presentation in a church facility.
  - 4) The activity is lawful and in conformity with regulations of the church administration.
- c. **Written Confirmation of Reservation:** Upon accepting a reservation for the use of church facilities, it shall be the responsibility of the church office to confirm such reservation in writing, and to advise the applicant of the responsibilities and obligations of the group and of fees payable before the use of the facility.

## **III. RESPONSIBILITY OF APPLICANT**

- a. **Accountability:** The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations.
- b. **Proper Supervision:** All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of facilities, meeting group at arranged door, vacating premises at arranged time, and returning the facility and/or equipment to the order and condition in which it was found.
- c. **Hold Harmless:** The applicant must agree to save and hold harmless the Rockford Reformed Church, and must agree to assume responsibly of all liabilities arising incidental to the use of a church facility, it being understood and agreed that the Rockford Reformed Church assumes no obligation respecting the use of such facility.
- d. **Restriction:** The applicant must agree to assume all responsibility for the use of the facilities and observance of regulations.

#### IV. RENTAL AND PERSONNEL RATE SCHEDULE

a. **Priority Use:**

Group I – Rockford Church members for private use

Group II – Community individuals/groups for private use

(Church **not** available on holidays for Group II)

b. **Rates for Four Hour Facility Use:** (payable in advance)

	<u>Group I</u>	<u>Group II</u>
Wedding (Sanctuary)	\$ 50.00	\$500.00
Sound Tech (Wedding)	\$100.00	\$150.00 (Rehearsal & Wedding)
Custodian (Sanctuary Wedding)	\$100.00	\$150.00
Wedding Reception (FLC)	\$ 50.00	\$100.00 (maximum seating 250)
Kitchen	\$ 50.00	\$100.00
Custodian (Wedding Reception)	\$200.00	\$250.00
Use of Church Dinnerware	\$ 50.00	\$ 75.00
Sound Tech (FLC Reception)	\$ 50.00	\$ 75.00 (If using our equipment)
Classroom/Fireside Room	\$ 25.00	\$ 50.00
Fellowship Hall	\$ 25.00	\$ 50.00
Family Life Center	\$ 50.00	\$100.00
Funeral	\$ -0-	\$100.00

c. **All members who are given a key, must sign the “Key Responsibility” Form,** which acknowledges the replacement cost (approx. \$750), should the key become lost.

d. **\$50 key deposit is required for all non-members** using the Facility for a short time, when a key is required. Deposit will be returned if key is returned to the Church Office within 48 hours (business days). Long-term users will sign the form without a deposit and the loss of a key is addressed in their contract.

e. **All Church Events are to end by 10:00 P.M.** unless an overnight event has been approved by the Administrative Board.

f. **Security Deposit:** A \$250 security deposit is required by all Group II (non-member), one-time users of the facility. Any repairs or extra cleaning that needs to be done will come out of this deposit. If additional costs occur, you will be charged additional fees. Your check will be held until your event is over and returned to you if the building was left as you found it. Groups using the facility on a long-term basis will sign a contract, which commits to a reimbursement of damages, should they occur. Depending on the length and type of use, a certificate of liability insurance may also be required (see I-F).

g. **Lost Key:** Person(s) responsible for a lost key will be liable for re-keying of the entire building (Approx. \$750.00).

h. **Community activities for youth** will have no charge if the Administrative Board considers the event a community outreach function.