



## The River CRC Facility Policy

The River CRC has been blessed with a beautiful and functional facility. In order to be good stewards of what the Lord has given us we desire that the building be used and enjoyed by members of our congregation along with other organizations and groups. To accomplish this, certain policies and procedures are in place to ensure that our facility is well maintained and all that use it are kept safe.

### Facility Usage

- Those requesting use of the church must fill out a “Ministry Event Request Form” form. This can be obtained from the Administrator or Administrative Assistant.
- The use of the facility is free to ministries, members and co-sponsored groups.
  - \* The exception to this is weddings. (See separate policy)
- The Finance/Personnel Team reserves the right to refuse use of the facility to a group or individual whose purpose or mission is in conflict with the vision and mission of The River CRC.
- There is a fee for use of the church by non-members and outside groups. (see Fee Schedule below)
- No alcohol or tobacco use is permitted in church buildings.
- Food consumption must be kept to the kitchen, fellowship hall and outside patio.
- Funerals and Memorials of Members will not be charged any of the Facility fees.

### Church Equipment Usage

- Members of The River CRC are permitted to borrow tables and *folding* chairs for personal use. No other equipment may be borrowed.
- Borrowing of equipment must be coordinated with the Administrative Assistant or Administrator to ensure that the items requested are available.

\*Co-sponsored groups are Redlands Christian School, Redlands Christian Home, and Arrowhead Christian Academy. Other groups may be added at the discretion of the Building and Grounds Team.

### Fee Schedule for use of Church Facilities – by non-members and outside groups\*\*

Sanctuary	\$300
Fellowship Hall	\$100
Kitchen	\$100
Children’s Church	\$100
Classroom	\$25

### Additional Availabilities

Because of the technology involved we require personnel from The River CRC to run this equipment. If arrangements can be made, this equipment may be used.

Video Recording	\$75
Stage Clearing/Rearrangement	\$50

Users of the building are expected to clean and leave the facility in the same condition as it was found. Below is a list of requirements.

### Cleaning Requirements

Kitchen – Wipe counters, wash & put away dishes, wipe up spills on the floor, make sure refrigerator doors are closed, make sure ovens and coffee pots are turned off.

Fellowship Hall – Vacuum, sweep, wipe tables, put all tables and chairs back the way they were.

Trash – Put all trash in containers inside the gated area just outside the Fellowship Hall. Replace the can liners.

Lights/Air/Heat – Turn off all lights, heat and/or air conditioning.

Doors – Make sure all doors are closed and locked.

\*\*There is a separate fee schedule for Weddings and Wedding Receptions

# MINISTRY EVENT REQUEST FORM

Is this a River Sponsored Activity? YES / NO

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ weekly / monthly

Time of Event: START TIME: \_\_\_\_\_ am/pm END TIME: \_\_\_\_\_ am/pm All Day

Time of Location Usage: SET-UP START: \_\_\_\_\_ am/pm TEAR DOWN END TIME: \_\_\_\_\_ am/pm

Location of Event: \_\_\_\_\_

Who is in charge of returning the room back to "normal": \_\_\_\_\_

Means of contact for this person (email/ph #): \_\_\_\_\_

Person to Contact for questions before event: \_\_\_\_\_

Means of contact (email/ph #): \_\_\_\_\_

Items needed for EVENT:

List # needed:                      podium \_\_\_\_\_                      microphone \_\_\_\_\_                      chairs \_\_\_\_\_  
   Round tables \_\_\_\_\_                      6 foot rectangle tables \_\_\_\_\_                      8 foot rectangle tables \_\_\_\_\_

Is the sound system needed for this event? YES / NO

Is a video person needed for this event? YES / NO

Is a power point or video presentation happening during the event? YES / NO

Room Set Up Request: \_\_\_\_\_

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

Description of Event for website purposes only: \_\_\_\_\_

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

\*send all graphics needed for publicizing this event to Teri at [terijawestruck@gmail.com](mailto:terijawestruck@gmail.com)

**For Office Use Only:**

Amount Charged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_