

## Building General Use Policy

### Purpose:

The purpose of this policy is to summarize the guidelines regarding the usage of Riverside Community Church (RCC) building(s) and property. It is designed to ensure the safety of the users and to prolong the life and usefulness of the facilities. Riverside Community Church is a Christian organization, associated with the Wesleyan Church of Canada. Our programs, policies, and procedures, therefore, are designed to help us effectively represent Christian values in our community. Usage of this facility will be granted, or denied, by the church leadership as long as the event and/or presenter/speaker/content does not directly contravene or compromise the church's overall purpose and statement of faith; upholds the reputation of the church in the community, and is also in accordance with local fire and safety ordinances. Please note the church leadership has the final authority to accept or deny usage of our facility at its sole discretion. We appreciate your understanding in these matters as we seek to maintain a safe, positive and enriching family environment for our community.

### Policy for Use:

Members of RCC as well as members of the public are welcome to use church facilities for various functions throughout the year; however, usage of our facilities/property shall be restricted in the following manners:

1. Smoking, illegal substances, and alcoholic beverages are not permitted to be served and/or used/consumed on RCC property or within its facilities.
2. Decorations and event set-up must not damage, deface or scar the property, and users **must** assign someone for prompt removal following any event.
3. Any furnishings/equipment moved for an event must be returned to their original location by users promptly
4. Usage of facilities are restricted to the approved area(s) as outlined in the *Application for Church Building Use*.
5. All users of RCC facilities are encouraged, where possible, to somehow gear events towards strengthening community and family values, educational enrichment and positive community enhancement.
6. For any event which includes the sale of goods and/or services, we require that a minimum of 10% of the proceeds from the event be **donated to a local charity/ community organization** (ie. Food Bank etc.) - in this way, use of this facility will not be granted for strictly profit-making ventures and events.

### Scheduling:

The priority for the usage of the facilities shall be for events/activities related to the various ministries of the church. The Pastoral staff and Church Leadership maintain the right and obligation to deny use of the church facilities for purposes that they feel are unbecoming a place of Christian worship and family gathering. users are encouraged to book events well in advance to ensure the availability of the facilities in what will be a fairly busy usage schedule.

**Application for Use:**

Persons wishing to use the facilities shall complete an *Application for Church Building Use Form*, which is to be forwarded to the Church office along with the required damage/security deposit (unless waived under special circumstances). Applicants will be promptly notified to confirm or deny facility use for the time period and event requested.

The Applicant(s) signing and submitting the *Application for Church Building Use Form* will be the **designated responsible person** and will be held liable for payment of all fees for use of the facilities and for any damages that occur during that use.

**Cost Recovery Fees:**

Riverside Community Church operates as a **Registered Charity** in our community - any funds exchanged or fees charged related to facility usages are directly applied to operational costs and a continued effort to keep this great facility open and available for community enjoyment. Thank you for your support!

**Please note:** The leadership of Riverside Community Church reserves the right to waive, adjust, or change user fees at its discretion; or offer assistance with regard to users fees on an individual case-by-case basis - our desire is to serve and assist the community as much as possible while continuing to meet the significant financial restraints and obligations involved in operating this facility.

Refundable Damage/Security Deposit.....	\$200
Sanctuary(main Auditorium) (Wedding/Concert)(no confetti/rice please).....	\$250
Sanctuary (Funeral).....	no charge
Sanctuary (Recital/Music workshops).....	\$100
Sound Technician (for the duration of Wedding/Concert/Presentations etc..).....	\$20/hour
Gymnasium/Kitchen/change rooms/showers(full-day).....	\$200
Gymnasium/Kitchen/change rooms/showers(4-hour use).....	\$100
Lounge/Meeting Rooms/Classrooms/Servery (per room/4 hour).....	\$35
Library/meeting room (per room/4 hour).....	\$35
Gymnasium and Stage (large event such as play, concert, etc..).....	\$300
Portable Screen/Projector.....	\$15/hour
Folding Tables/Chairs.....	No charge
Wireless Internet.....	no charge, by request (guideline adherence)
Child’s Birthday Party (4 hour).....	\$75

**Note regarding Child's Birthday Party:** please note that generally we reserve a weekly time-slot that is available for birthday party bookings from 12-4pm on Saturdays. We will do our best to work with your event in terms of set-up and take-down time immediately prior-to/following your event, however often "extra time" may simply not be available due to the growing demands of facility usage and a continued effort to maintain/clean the facility on a volunteer basis. Ideally, birthday party bookings will need to be contained within the 12-4pm time-frame, apart from special circumstances that can be discussed at the time of booking. Cost-recovery fees received are put directly towards facility operation. We appreciate your support!

**Also, Please note:** The new waste management system of the Town of Kirkland Lake has resulted in a significantly decreased quantity of pick-up for our facility. We will provide large garbage bags, but do require that your party-related garbage be taken away with you (especially as birthday parties tend to produce a larger volume of bulkier wastes such as wrapping paper, boxes/pizza boxes, balloons, piñatas, etc...). Thank you for your understanding in this matter.

***\*Indoor shoe are required for the gymnasium - and please remember no food/ drinks in the gymnasium/hallways. As with schools, we maintain a peanut-free environment - please do not bring peanuts/peanut-containing products into this facility.***

### **Security Deposit:**

- The Deposit is required at the time of reservation. The Usage Fee is due on the day of the event.
- The deposit will be returned in full providing the facility is:
  - Left clean and tidy (as found)
  - The furnishing has been returned to original location
  - There is no damage to any part of the facility/property
  - Garbage produced by the event (except washrooms) is removed/bags tied and placed in wood garbage storage bin at rear of building (Victoria Ave.)
  - The event began and ended on time
- Event cancellations must be made a minimum of 12 days prior to event date.
- Based upon availability, events may be rescheduled with no penalty or additional cost.
- If, for any reason, RCC leadership chooses to deny or cancel the reservation, the deposit will be returned in full without delay.

*If you have any questions, please feel free to contact the RCC office at 705-642-3205. You may also email your questions to [pete@riversidenorth.ca](mailto:pete@riversidenorth.ca)*

*May God Bless you as you Prepare for your Community Event.*