

# RIVERVIEW CHRISTIAN ROOM RENTAL APPLICATION

## **Policies**

1. It is within the principles and objectives of Riverview Christian (RC) to provide the opportunity for community organizations and individuals with compatible objectives to use, on a per diem or other approved period of time, space within the building. It is also the policy of RC to permit usage to members of the church for such events as weddings, memorials, special events, and other approved activities.
2. All reservations are first come, first serve.
3. All reservation requests must be submitted **at least three (3) weeks prior** to the date and time requested.

## **Procedures**

1. Applicant must complete and sign the attached form and submit it to the church office at least three (3) weeks in advance. Please return pages 3 and 4 of this application. Pages 1 and 2 may be kept for reference.
2. The application will be reviewed by the Organizational Assistant to check for room availability.
3. The request will be submitted for approval by necessary groups (Buildings and Grounds, Audio/Visual, etc.) Final approval by Pastor John.
4. **Fee amount will be determined.**
5. Requestor will be notified of request approval and fees will be collected.

## **Rules and Regulations**

1. Applicant is responsible for returning the space to the condition in which it was found. Tables, chairs, and counters should be cleaned and/or swept.
2. Applicant is responsible for any damages to church property.
3. There is **no smoking** permitted anywhere inside the building.
4. There are **no alcoholic beverages** permitted anywhere on church property.
5. There are **no pets** (with the exclusion of service animals or specifically allowed instances) permitted anywhere inside the building.
6. Supplies (i.e.: paper goods) will not be provided.
7. Cancellation policy:
  - a. 100% of fees will be refunded if RC is notified at least 1 week in advance.
  - b. 50% of fees will be refunded if RC is notified less than 1 week in advance.

## **Usage Rates**

The following table is for the **Non-Member** who wishes to rent any part of our facility. Members may give a donation in addition to cleaning up the area used.

**DO NOT attach cash or check to your completed form.** Once the form is filled out and approved, the exact rental fee will be determined and the Requestor will be notified (providing a contact Name, phone and Email have been provided) of request approval and total fees.

<b>Rooms*</b>	<b>Non-Member Rate (per hour)</b>
Sanctuary	\$75.00
Fellowship Hall	\$50.00
Outdoor Pavilion	\$50.00
Library	\$40.00
Gym	\$40.00
Kingdom Kidz 1	\$40.00
Kingdom Kidz 2	\$40.00
Infant 1	\$40.00
School-Age Room	\$40.00
Sunday School Room	\$40.00
Wedding Package	\$40.00
Funeral Package	\$40.00

**\*See map on page 5 for room locations.**

# Application

## Event Information:

Event Title: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Is this a recurring event? Yes No

If yes, please specify: \_\_\_\_\_

Room(s) Requested (see page 2 for room titles):  
\_\_\_\_\_

Number of people expected to be in requested area: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will additional time be needed for set-up/tear-down? Yes No

If yes, please specify: \_\_\_\_\_

Will you require someone to unlock/lock the building for this event? Yes No

## Resources

Please check (✓) any resources that will be required for the event, also specifying the amount (for tables chairs, etc.) when necessary.

- |   |                                       |
|---|---------------------------------------|
| ● <b>Fellowship Hall</b> -- Number Needed             | ● <b>Library</b> -- Number Needed     |
| <input type="checkbox"/> Tables (Round) _____         | <input type="checkbox"/> Tables _____ |
| <input type="checkbox"/> Chairs (Folding) _____       | <input type="checkbox"/> Chairs _____ |
| ● <b>Sanctuary</b>                                    | ● <b>Outdoor</b>                      |
| <input type="checkbox"/> Handheld Microphone          | <input type="checkbox"/> Pavilion     |
| <input type="checkbox"/> Projector and Screen         | <input type="checkbox"/> Grill        |
| <input type="checkbox"/> Sound System                 | <input type="checkbox"/> Ball Shed    |
| <input type="checkbox"/> Additional Microphones _____ |                                       |

Resources for all classrooms and rooms not mentioned above are included in reservation of the rooms.

## Event Contact

Name (Print): \_\_\_\_\_

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

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

## Insurance and Liability

I, the undersigned authorized representative of \_\_\_\_\_  
(Name of Organization) shall be using the building and grounds Riverview Christian  
(hereafter referred to as "RC") from \_\_\_\_\_ to \_\_\_\_\_ for the purpose  
of \_\_\_\_\_ (herein referred to as "the Activity").

I/We understand and agree that neither RC nor its trustees, representatives, employees,  
nor agents may be held liable in any way for an occurrence in connection with the  
activity which may result in injury, harm, or other damages to the undersigned or  
members of our organization and guest, invited or not.

As part of the consideration for being allowed to use your facility, building, and  
grounds, as well as, all appliances and fixtures in the Activity, I/We assume all risk in  
connection with participation in the Activity. I/We further release RC, its trustees,  
employees, agents, or representatives for any damage which may occur while  
participating in the Activity.

I further agree to same and hold harmless RC, its trustees, employees, agents, or  
representatives from any claim by the undersigned member of the organization, their  
estates, heirs, or assigns arising out of or participation in any form or fashion in the  
Activity. I also authorize RC, its employees or agents to render or obtain such  
emergency medical care or treatment as may be necessary should any injury, harm, or  
accident occur while participating in the Activity.

I further state that I am authorized to sign this agreement: that I understand the terms  
herein are contractual and not mere recital: and that I signed this document of my own  
free act and volition. I further state and acknowledge that I am fully informed of the  
content of this affirmation and release and have read all information completely before  
signing.

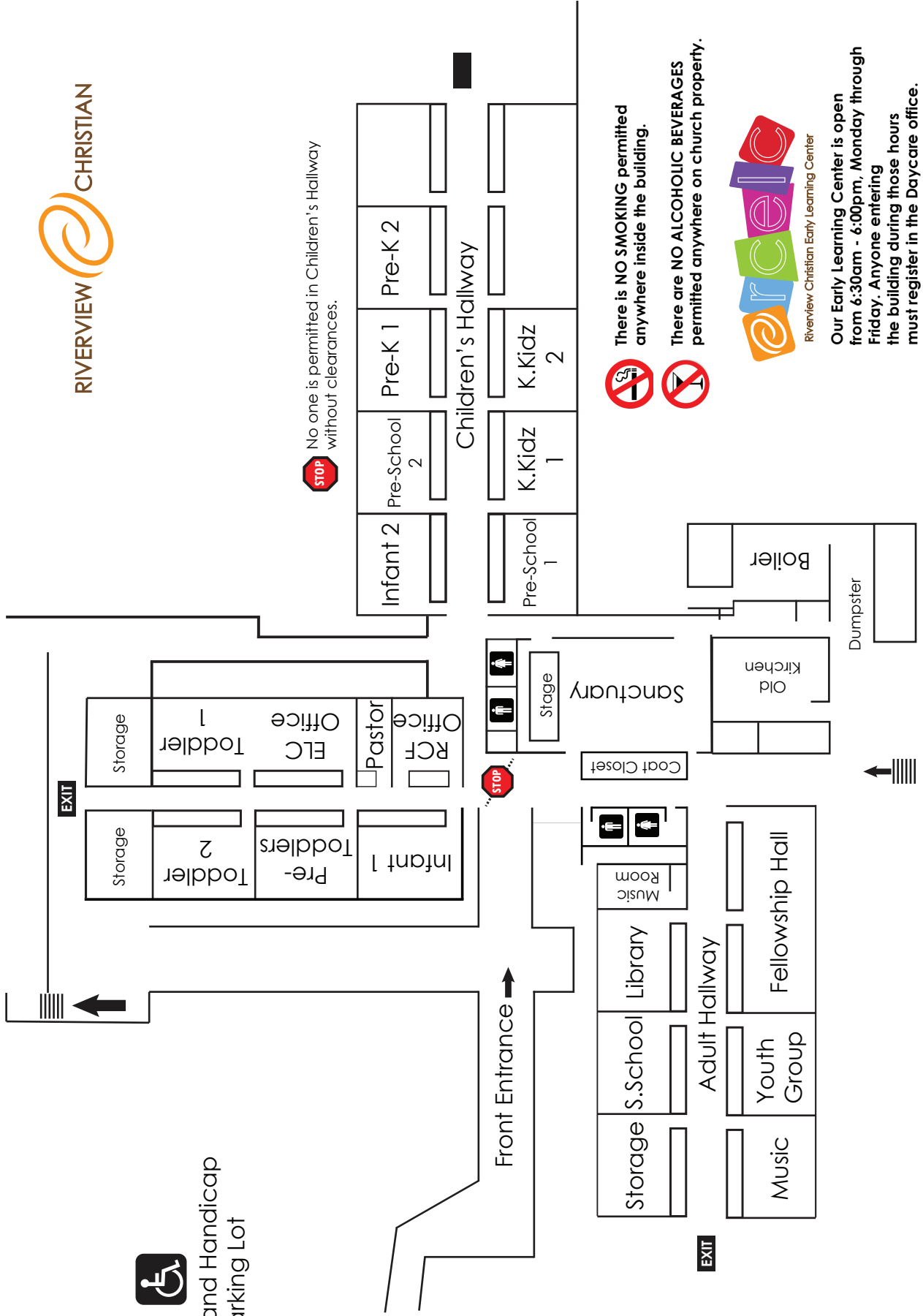
**I hereby acknowledge that I have read and completed this form in its entirety to the  
best of my ability. I have executed this affirmation and release on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

**Signature:** \_\_\_\_\_



Elderly and Handicap  
Parking Lot

Overflow Parking Lot



**STOP** No one is permitted in Children's Hallway without clearances.



**There is NO SMOKING permitted anywhere inside the building.**



**There are NO ALCOHOLIC BEVERAGES permitted anywhere on church property.**



**Our Early Learning Center is open from 6:30am - 6:00pm. Monday through Friday. Anyone entering the building during those hours must register in the Daycare office.**

