

Building Use Policy
Riverside Presbyterian Church
116 Barrypoint Road
Riverside, Illinois, 60546
708-447-1520
effective March 21, 2007

Introduction.

The property and building of the Riverside Presbyterian Church are dedicated to the glory and service of God. According to the constitution of the Presbyterian Church (U.S.A.), the property and building of Riverside Presbyterian Church are held in trust by the congregation for the Presbyterian Church (USA).

All use of church property is for religious or charitable purposes in compliance with State of Illinois law.

Ensuring the Integrity and Safety of the Building as a Tool for Mission.

By means of this Building Use Policy, the Session and Trustees of Riverside Presbyterian Church provide the principles and procedures according to which Riverside Presbyterian Church makes its building available for use to adults 21 years of age and older and groups from Riverside and the surrounding communities. Riverside Presbyterian Church understands its mission to include making its facilities available to groups from Riverside and the surrounding communities.

Church Office May Approve Building Use.

Representatives of the church office (the clergy staff and/or office staff) are designated to approve such use.

Single and Regular Event Usage by Individuals 21 years of age or older and groups.

The Church Office Staff will schedule building usage according to the following priorities:

1. Riverside Presbyterian Church
2. Individuals and groups directly related to or sponsored by RPC or an RPC member
3. The Presbytery of Chicago or groups directly related to or sponsored by it.
4. The Riverside and North Riverside Covenant of Churches or other religious groups from Riverside or contiguous villages.
5. Community groups not directly related to RPC from Riverside or contiguous villages.
6. Individuals from Riverside or contiguous villages not directly related to RPC.

The Church Office Staff may approve applications to use church facilities by individual adults 21 years of age or older or by groups or associations when:

1. The proposed usage is in compliance with all the terms of this policy,
2. An application for the use of church facilities has been completed and signed (the signed application includes the user's acceptance of usage fees),
3. A security deposit has been paid,
4. An indemnity, waiver, and release agreement has been completed and signed by the user, and
5. In a case of Gym use by a group from categories B or C, a list of the members of the group/association has been provided, along with a certificate of liability insurance providing coverage for the group of at least one million dollars and naming RC as additionally insured.

Agreements for regular church usage will be for no longer than one year, and may be renewed.

The Session shall review building usage by the community at least annually and shall make recommendations to the Session as to whether usage agreements shall be renewed.

Usage agreement signers for a group or association are responsible for making sure that each member understands and complies with the provisions of this Policy.

Riverside Presbyterian Church reserves the right to refuse the use of church facilities to anyone.

Building User Categories, Security Deposits, and Fees.

All users of the building will be designated as belonging either to category A, category B, or category C.

Category A shall include all building usage by church individuals and groups for church related activities, and by individuals and groups whose activities are sponsored by the church. Individuals and groups and associations within Category A shall pay no fees or security deposits for building use.

Category B shall include individuals and groups and associations that include at least one person who is on the active membership roll of the church. Individuals and groups and associations within Category B shall pay security deposits and shall pay for building usage according to a reduced fee schedule.

Category C shall include individuals and groups and associations that do not fall within categories A and B. Individuals and groups and associations within category C shall pay security deposits and full fees.

For users of the building designated as category B users or category C users, a one-time refundable security deposit of \$25.00 for single event usage and \$50.00 for regular event usage must be submitted with the application for building usage. The security deposit is refundable if no damage to the building has occurred as a result of usage and/or the custodial services are reasonable. If it is determined that damage to the building has occurred as a result of an individual's or group's use of the building, the individual or group shall forfeit the entire security deposit. (Consult the policy "Weddings at Riverside Presbyterian Church" for wedding fees not covered by this policy).

Fees for single usage events must be paid to the church prior to the event. Fees for regular event usage must be paid as designated in the yearly contract.

Keys for Usage Agreement Signers.

All keys to church facilities are the property of Riverside Presbyterian Church and may not be duplicated. The Building Supervisor will maintain a current list of key assignments. Assigned keys are considered to be on loan, and persons who are assigned a key assume responsibility for any unauthorized use of the key.

The Building Supervisor may assign keys to individual adult building users (who are over 21 years of age) in categories A or B, and individuals who sign usage agreements on behalf of groups in categories A or B. An adult who has signed a usage agreement on behalf of a group, and to whom a key has been assigned, must be present in the building during the entire time of the group event.

Individual and group building users in category C shall **not** be assigned keys to church facilities. They may make arrangements to pick up and return a key relative to each usage event. Should category C users fail to return a key to church facilities within 12 hours following a usage event, they shall forfeit their entire security deposit.

Termination of Usage.

When a regular usage agreement is terminated by either party, 30 days' notice will normally be given and expected. Under extraordinary circumstances, usage of RPC facilities may be terminated immediately without cause.

Use of the Sanctuary.

The Pastor **grants** permission for events scheduled for the Sanctuary. The Sanctuary is a very special place in the RPC facility and is therefore reserved for the use of church services, weddings, funerals, memorial services, baptisms and special category A uses. The Music Director is permitted to give Organ lessons in the sanctuary per contract. Persons in category B or category C must seek permission from the Pastor and pay fees when using the Sanctuary.

Regulations for Use of the Building.

1. No smoking. The building is a no smoking facility in its entirety.
2. No alcohol may be consumed in the building or on church property.
3. Only athletic shoes or soft-soled shoes may be worn in the Gym, as street shoes mar the floor.
4. Food, drink, gum, smokeless tobacco, and any other expectorant may not be used or brought into the Gym. Plastic bottles of water are the sole exception to this rule.
5. Spitting is not permitted.
6. The facility is only to be used during the times specified on the application.
7. Users will leave the facility clean and orderly, turn off lights, close windows, and lock doors.
8. Heating and air-conditioning controls are not to be adjusted.
9. No posters or signs may be posted anywhere in the building without the express permission of the **“Pastor.”**
10. When a usage event scheduled by an individual or group in user category C is not during regular church office hours, a designated adult may pick up a key on the day of the event from the church office during church office hours and return the key in a drop-box after the event. Late key returns after office hours may be dropped in the mail slot in the door of the Barry Point Road entrance. When keys are not returned within 12 hours after an event, the user shall forfeit the entire security deposit.

When the Building May Not be Scheduled.

No part of the RPC building may be scheduled for category B or category C events on Sundays or on any Federal holiday without the specific approval of the Session.

Fee Schedule for Category B User.

Category B users are required to submit a \$25.00 deposit prior to a single event usage, and a \$50.00 deposit prior to the commencement of repeated or regular event usage. For groups using the Gym, a certificate of insurance coverage for the group naming RPC as additionally insured is also required. We reserve the right to increase charges for events that extend over many hours.

Area Used	Charge
Social Hall (no kitchen)	\$50 per event
Social Hall (with kitchen)	\$75 per event
Gymnasium	\$15 per hour
All other rooms except Sanctuary	\$15 per hour

Fee Schedule for Category C user.

Category C users are required to submit a \$25.00 deposit prior to a single event usage, and a \$50.00 deposit prior to the commencement of repeated or regular event usage. For groups using the Gym, a certificate of insurance coverage for the group naming RPC as additionally insured is also required. We reserve the right to increase charges for events that extend over many hours.

Area Used	Charge
Social Hall (no kitchen)	\$100 per event
Social Hall (with kitchen)	\$150 per event
Parlor (no kitchen)	\$40 per event
Parlor (with kitchen)	\$50 per event
Westminster Room with Piano	\$30 per event
Classroom	\$30 per event
Gymnasium	\$50 per event

This Building Use Policy was revised by the Board of Trustees on February 13, 2006 (and approved by RPC Session on February 15, 2006) Last revision March 21, 2007.