

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

Riverside Presbyterian Church (RPC) facilities are available to non-profit, community-based organizations, educational, charitable, recreational and similar groups when such use does not interfere with RPC functions. The use of RPC facilities for church related functions has precedence over all other users. The use of RPC facilities requires the written permission of the church staff (Administrative or pastor). All forms necessary for facilities use are available on the church website or from the church office.

REGULATIONS FOR USE OF THE BUILDING

1. No smoking. The building and grounds are a no smoking area.
2. No alcohol may be consumed in the building or on church property by outside groups.
3. The facility is only to be used during the times specified on the application.
4. Users will leave the facility clean and orderly, turn off lights, close windows, and lock doors.
5. Heating and air-conditioning controls are not to be adjusted.
6. No posters or signs may be posted anywhere in the building without the express permission of the Pastor.

GYM REGULATIONS

1. Only athletic shoes or soft-soled shoes may be worn in the Gym
2. Food, drink, gum, smokeless tobacco, and any other expectorant may not be used or brought into the Gym. Bottles of water are the sole exception to this rule.
3. Spitting is not permitted.

APPROVAL OF AGREEMENT

The Church Office Staff may approve single use applications when:

1. The applicant is 21 years of age or older.
2. The proposed usage is in compliance with all the terms of this policy.
3. The requested date is not on a Sunday or church holiday.
4. An application for the use of church facilities has been completed and signed (the signed application includes the user's acceptance of usage fees).
5. A security deposit has been paid.
6. An indemnity, waiver, and release agreement has been completed and signed by the user

Agreements for recurring events and agreements seeking extraordinary circumstances will be reviewed by the Board of Trustees at its regularly scheduled meeting or via email.

Agreements for building use on a Sunday must be approved by the Pastor. Ordinarily, the building may not be used on the following religious days: Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Pentecost Sunday, Christmas Eve, Christmas Day.

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Agreements for using the RPC sanctuary are approved by the Pastor. Ordinarily, the Sanctuary is not available for use by outside organizations.

RPC reserves the right to refuse the use of church facilities to anyone. Under extraordinary circumstances usage of RPC, facilities may be terminated immediately without cause.

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.

The Trustees will provide a yearly report to Session detailing recurring event agreements.

SECURITY DEPOSITS AND FEES

All building usage for committee meetings, church sponsored groups or ministries shall not be required to pay any fees (unless otherwise noted by Trustees or the Session who may require Church Sponsored groups to reimburse the church for building use). These groups include but are not limited to Men's & Women's Forum, Monday Night Volleyball, RPC Preschool, Women's Investment Group, Boy Scouts of America.

All other building usage requires a security deposit, key deposit, and rental fees, which are included on a separate fee schedule. If an event goes beyond the reserved time, additional fees will be applied.

When an ACTIVE church member request use of the building for a function the member shall pay half of the security deposit and rental fee and shall pay a full key deposit. The church member assumes all responsibility for making sure policies are followed. The church member agrees to be present at all times for the event.

Consult the Wedding Policy and Funeral Policy for exceptions and other provisions.

KEY AGREEMENT

All keys to church facilities are the property of RPC and may not be duplicated. The office staff maintains 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 individual 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.

The individual who signed the usage agreement may make arrangements with the office staff to pick up a key. Return the key in the office dropbox after the event. When keys are not returned within 24 hours after an event, the user shall forfeit the entire security deposit.