Ridglea Christian Church
Building & Equipment Use Policy & Procedures

Introduction

In order to provide service to our members and to the community while providing for the best possible care and maintenance of our facilities, the following policies govern the use of the building and equipment of Ridglea Christian Church.

All groups considering the use of Ridglea Christian Church’s Building and Equipment must know that this is a smoke-free and alcohol-free facility. All groups on our property must agree to abide by this policy for their event.

Priority of Reservations

Use of the building will be considered with the following priority:

1. **Ridglea Christian Church** activities and programs
2. **Connect Ministries Programs**
3. **Ridglea Christian Church Members Reservations**
4. **Disciples of Christ churches and denominational events**
5. **Other churches**
6. **Non-profit service groups**
7. **Other groups**

General Rules and Guidelines

1. All dates must be cleared through the church office to avoid conflicts. When a building request is made, we will make note of the date of your request. However, you will be placed on the church calendar only after your request is approved and confirmed by the church office and your application and deposit are received. Half of your fees are due 90 days prior to your event. The remainder of your fees are due on the first day of your event.
2. While the Church is a 501(c)3 non-profit organization, space is available at a fee deemed appropriate and reasonable as determined by our Property Department and approved by our church Board of Directors in order to help cover the cost of utilities, space and staff.
3. The Church is not responsible for any property, equipment, or personal items brought into the facility.
4. The Church is not responsible for any personal loss or for any accident or injury to anyone participating in an event scheduled at the Church.
5. Thermostats are programmed electronically and shall be adjusted **only** by the Church staff.
6. Decorations may be hung or put up as long as the material used does not leave a permanent mark on a ceiling, wall or any other piece of property.
7. Each event held at the Church shall operate under the guise of "leave no trace"; leaving the facilities and grounds in the same, if not better, condition than when you arrived. If you get something out, put it back. If you move something, move it back.
8. The Church is an alcohol-free and tobacco-free facility. Consumption of these substances in or on the Church property is prohibited.
9. Persons or organizations wanting to use the Church (or any portion of the Church property) for an extended period of time will need to have the request reviewed and approved by the church staff.
10. The Church reserves the right to restrict or deny the privileges of anyone who violates these rules and guidelines.
Cancellation Policy

- **Please note:** In the event of an unexpected critical church function, your event could be canceled at the last minute. In the event of such an occurrence, you will be notified as soon as possible.

1. Should your event be cancelled by the Church, all fees and deposit will be returned to you within 30 days after the cancellation. We will work with you to reschedule your event if you would like.
2. If you need to cancel your event, you may do so and get a full reimbursement 90 days or more before the first day of your event excluding the $100 deposit. 89 days to 30 days before the first day of your event you may cancel your event but will owe the church the deposit as well as half of your fee. 29 days or less before your event there is no refund and you will be charged for the full anticipated cost of your event.

Responsibilities of Groups Using the Church

1. Your group shall designate in writing one person (agent) who will be the contact person with the church. This person is responsible for contract and expectations between RCC and group.
2. Unless otherwise specified, the group will take full responsibility for set up, take-down and clean up.
3. Your group contact person is responsible for the following:
   a. Be the first person at the church for your event and show people where the group is meeting;
   b. Ensure that the facilities are neat and clean as outlined in the “Cleaning Up After Your Group” section.
   c. Dispose of all garbage and recycling in the proper receptacles behind the church.
   d. Make sure no one in your group remains in the building following the conclusion of your activity.
   e. The last person to leave also turns off all lights and makes sure all doors are locked and secured.
4. If there is a change in the group’s meeting date and/or time, the contact person will call the church office at least 24 hours prior to the start of the event regarding the change. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.
5. All youth activities must have adequate adult supervision. There must be at least 1 adult for every 7 youth age 13 and older and 1 adult for every 4 youth age 12 and younger. There must be a minimum of 2 adults with any youth group. Adults are to follow the 2 adult policy so that 1 adult is never alone with 1 youth.

Rules and Guidelines for the Kitchen

1. If you use it, clean it.
2. If you deplete it, replace it.
3. If you need it, request it or purchase it.
4. If you leave it as a leftover, date it.
Cleaning Up After Your Event

Clean up responsibilities fall to the group using the facilities. Each group is required to provide a “Security/Cleaning Deposit” in the amount of $100.00 payable as a separate check. If the facilities rented are in the condition they were when they were rented and trash is properly disposed of, your deposit will be returned to you within 30 days of the event.

Clean up by your group shall include the following:

- Wipe down counter tops, tables, and chairs.
- Dishes washed
- Coffee pots emptied and rinsed.
- Floors swept and mopped.
- Furniture returned to proper places.
- Trash and recycling taken out. Dumpsters located in alley behind church.
- Lights off.
- Lock all exterior doors and return key to RCC mailbox located outside the office doors.

Other Important Information

Food and beverages are to be restricted to the Fellowship Hall, Kitchen, and Youth Room. Ziploc bags are recommended for leftovers to discourage ants.