

Building Use Policy

Real Life Christian Church

I. Our Philosophy For Building Usage

- A. The scope of this policy encompasses all functions outside of the normal ministry of Real Life Christian Church (i.e. - conferences, concerts, weddings, parties, community functions and use by other churches).
- B. Real Life Christian Church (RLCC) desires that the church facility would be used for the glory of God and for the edification of the believers.
- C. RLCC encourages the use of the building for assisting the personal ministries of our church family.
- D. RLCC desires to see the building used to reach our community for Christ.

II. Our General Policies Regarding Building Usage

- A. All events and building use must be cleared with the church calendar at least **30 days prior** to date of use.
- B. Applications for building usage must be **presented to and approved** by the designated calendar coordinator. The pastors are authorized to approve usage for emergency functions.
- C. Any speaker, officiate, or teacher not associated with Real Life **must be approved by church pastors** 30 days prior to event date.
- D. An appointed representative of Real Life will be present to Unlock and Lock the building at the contracted times. They will also remain on the premises during the event unless satisfactory arrangements are made prior to the event.
- E. If use of the sound or video system is requested, an **A.V. Technician from Real Life must be used**.
- F. We request that those who use the building would leave it in a reasonably clean Condition:
 - 1. All food must be removed.
 - 2. *All garbage created by the event taken away and disposed of properly.*
 - 3. Kitchen must be cleaned up with kitchen items returned to the cupboards.
 - 4. Furniture that is moved or rooms that are rearranged must be **returned to original condition**.
- G. The **church representative** will check final clean up after event, if not returned to its original condition the \$100.00 deposit will be used to pay for the cleaning.
- H. There will be a **10:00PM curfew** for groups using the church. We request that there be no excessively loud music or noise, in respect of our neighbors and city ordinances.
- I. Alcoholic beverages and gambling are **not allowed** in the building or on church property.
- J. Smoking is allowed **outside** the building only (please move away from the doors so smoke does not enter the building).
- K. Food and beverage are not allowed in the sanctuary. Water is the only exception.
- L. All necessary **deposits and/or fees must be paid in advance** of building use.
- M. If necessary due to emergency Real Life reserves the right to cancel the rental agreement and will return any fees already paid.

*Note: In this policy, the term "members of RLCC" will include those who have signed their membership covenant and those who have been faithfully attending RLCC for at least six months though they have not yet become members.

III. Policies for Specific Functions

- A. Weddings
Please refer to our Wedding Policy
- B. General building rental, for parties, Memorial Services/Funerals, misc...
 - 1. Building use application must be completed.
 - 2. Requires the approval of the pastors and the calendar only.
 - 3. All church building-use policies must be agreed to and followed.

IV. Fee Schedule:

- A. **Wedding Only (worship center): \$350**
This fee entitles you to have access to the building for 2 hours on the rehearsal day and 3 hours on the wedding day.
This fee includes cost of the RLCC wedding coordinator and custodian.
- B. **Wedding Reception (fellowship hall): \$250**
You will have access to the building for 3 hours the day of the rehearsal and 7 hours the day of the wedding (includes Wedding Cord. & Custodian)
Note: Any additional time required will be charged an additional \$50 an hour.
- C. **Sound Technician: \$50** **Note:** This fee applies if stage must be cleared for the event and/or sound system will actually be needed.
- D. **Video Technician: \$50**
- E. **Other events using only portions of the building (e.g. fellowship hall):**
There is a \$150 fee for any event or activity. This fee covers a stipend for building supervisor, and rental fees for 3 hours of building use, if additional hours are required, a flat rate of \$50 per hour will be required.
- F. **Any damage to building, furniture, equipment or grounds by you or your Guests will require additional charges to repair or replace damaged items.**
- G. **A deposit of \$100 will be paid prior to the event. If the building is damaged, fixtures are broken, or the building not cleaned this will be applied to the replacement or repair of those items. Otherwise deposit will be returned.**
- H. **A .25 per person usage fee will be assessed. This fee is to cover paper towels, toilet paper, soap used by your guests during the event.**

Note: Fees may be adjusted for Real Life members, depending upon church support & personnel needed.

V. Steps/Requirements for Application for Building Use

- A. **Fill out completely all parts of the application and submit it to the church secretary, a pastor or calendar coordinator for approval. The Application and Indemnity Agreement must be filled out at least one month in advance.**
- B. **Upon receiving final approval, pay all applicable fees in advance.**
There is a \$100 deposit to secure the date requested for a wedding. If your request is not approved this deposit will be refunded. 50% of the rental costs are required 30 days in advance and the remaining amount must be paid one week prior to the scheduled event.
- C. **Have an approved member of the church assigned to open and close up the church.**

BUILDING USE APPLICATION

Real Life Christian Church

423 N.10th Avenue,(P.O. Box 648) Cornelius, OR 97113
(503) 359-4288

1. Name of Applicant: _____
Representing what organization: _____

2. Address & Phone Number: _____

3. Are you a member of RLCC? _____ Regular attender of RLCC (6 mos)? _____

4. If neither applies, what is your home church? _____

5. What is your intended use of the facility? _____

6. Will you be using a speaker, officiate, or teacher not associated with Real Life? _____
If yes, please give name and contact information: _____

7. What is the date of your function? _____

8. What is the starting and closing time of your function? _____

9. Number of people you are expecting? _____

10. What room(s) are you requesting? _____

11. Will you be having a food reception in the Fellowship Hall? _____

12. Will you be needing use of the sound system and/or stage cleared? _____

13. Will you need the video projection system? _____

14. Have you read and agreed to abide by our *Building Use Policy*? _____

Signature of Applicant: _____

Date of application: _____

For Official Church Use Only

Date Received: _____	Check Number: _____	Amount: \$ _____
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Check Designation: (please indicate names of technicians, etc. needing payment)
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DATE APPROVED: _____

INDEMNITY AGREEMENT

Agreement made this date between Real Life Christian Church (hereinafter referred to as "RLCC") and _____ (hereinafter referred to as "Indemnitor") whereby Indemnitor shall indemnify and save harmless RLCC against any and all claims, demands, causes of action, suits, or judgments, including attorneys fees, costs, and expenses incurred in connection with such matters, for death or injuries to persons or for loss of or damage to property, however caused, arising out of or in connection with the use and occupancy of the RLCC premises by Indemnitor, Indemnitor's agents, employees, or invitees, as described more particularly below.

In the event of such claims made or suits filed, RLCC shall give Indemnitor prompt written notice thereof, and Indemnitor shall resist or defend the action or processing with counsel satisfactory to RLCC.

Intended use of RLCC premises: _____

Date and hours of intended use: _____

Rooms to be used: _____

Anticipated number of persons: _____

Dated: _____

REAL LIFE CHRISTIAN CHURCH

"Indemnitor

By:

By: