

REDEMPTION HILL CHURCH BUILDING USE POLICY

PURPOSE:

The primary use of the church property and equipment owned by Redemption Hill Church (RHC) is for the worship services of RHC. The Diaconate of RHC, being charged with overseeing the facilities, has adopted this policy to allow for reasonable other uses of the facilities.

RHC MINISTRY USES:

RHC Ministry uses will have priority over **other** uses.

- Must have approval of Session.
- Fee is waived for ministries of RHC.

OTHER USES:

- Includes non-RHC ministries.
- Includes but not limited to, Weddings, Showers, Receptions, **Other Social Uses**, etc
- **Any use by a non-member of RHC must be approved by a majority of the Diaconate.**

RULES FOR BUILDING USE:

- Prospective date for event should be cleared with church office prior to submitting a building use application.
- Building use application must be submitted to church office **at least 30 days prior to event.**
- Non-ministry events may not be scheduled on a Sunday.
- Saturday events must be completed by 8:00 p.m.
- For weddings, if clergy is not a Pastor at RHC, Session approval is required.
- Any event involving teaching or preaching requires Session approval.
- All organizations must provide certificate of liability insurance naming RHC as the beneficiary - Use of building is limited to reserved area. Please do not permit children to be unsupervised in other areas in the building.
- Smoking, vaping, medical marijuana, etc. are not permitted inside the church building.
- Alcoholic beverages are not permitted on any part of the church property.
- Applicant is responsible for the conduct of group and/or guests while on church property. This includes proper supervision of children and youth.
- All set up and tear down of tables and chairs, will be done by RHC.
- Applicant is responsible for cleaning up all trash, spilled food, etc.
- Applicant is responsible for the removal of any/all decorations associated with the application.
- Applicant is responsible for food preparation and serving.
- Applicant is responsible for any arrangements with caterers, cooks, and florists, etc.
- If kitchen is used, all counters, tables and dishes must be cleaned and everything put away.
- Any leftover food must be removed from the church.
- All lights are to be turned off and doors and windows locked before leaving.
- If the church nursery is used all toys must be put away.

FEE SCHEDULE:

Fee is based on number of rooms required for function. All fees are per day or any part of a day.

Ballpark room fees. Final actual costs will be determined on a case-by-case basis.

	<i>RHC Members</i>	<i>Non-Members</i>
Sanctuary*	\$100.00	\$250.00
Kitchen**	\$25.00	\$50.00
Large Conference Room (Heat & AC)*	\$30.00	\$75.00
Small Conference Room & All Other Rooms**	\$15.00 ea.	\$40.00 ea.
Nursery**	\$20.00	\$50.00

* These rooms have central heat and AC.

** These rooms have central heat, but not central AC. RHC owns two portable AC units which can be put in any two of these rooms at the request of renter.

- ***All non-member functions require supervision by RHC.***
- Any room used by applicant, but not on building use application, will be billed at double the normal rate.
- Any exception to the building use policy must be approved by a majority of the Diaconate.
- Any situation that is not specifically addressed by this policy will be reviewed for approval by the Diaconate.

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