



Facilities Usage Policy

The River CRC has been blessed with a beautiful and functional facility. In order to be good stewards of what the Lord has given us we desire that the building be used and enjoyed by members of our congregation along with other organizations and groups. To accomplish this, certain policies and procedures are in place to ensure that our facility is well maintained and all that use it are kept safe.

Safety Policy

- It is the responsibility of the Administrative Assistant (AA) that all doors are securely locked when the facility is not in use. The AA will determine who needs to do this task.
- The distribution of keys will be limited.
- Children and youth are not to wander unsupervised on church premises to protect them against criminals and physical harm.
- Emergency evacuation procedures are established and posted in nurseries and children church areas.
- Whenever possible, working with and caring for children will be done in rooms that have windows that make visibility possible from the outside.
- Under no circumstances are workers, caregivers or counselors allowed to minister behind a locked door.
- Whenever possible, volunteers will patrol the church grounds and hallways.

Facility Usage

- Those requesting use of the church must fill out a "Calendar and Facility Request" form. This can be obtained from the Administrator or Administrative Assistant.
- The use of the facility is free to ministries, members and co-sponsored groups. * The exception to this is weddings. (See separate policy)
- The Finance/Personnel Team reserves the right to refuse use of the facility to a group or individual whose purpose or mission is in conflict with the vision and mission of The River CRC.
- There is a fee for use of the church by non-members and outside groups. (see separate fee schedule)
- The River CRC reserves the right to charge a \$75/hour janitorial fee if the facilities are not cleaned and put back into their original condition.
- No alcohol or tobacco use is permitted in church buildings.
- Food consumption must be kept to the kitchen, fellowship hall and outside patio.

Wedding Usage (see separate sheet for wedding policy)

- The River CRC believes that a wedding ceremony is a time of worshipful celebration and therefore all aspects of a ceremony must reflect a Christian view of life and marriage and must be Christ centered.
- Wedding ceremonies at The River CRC are restricted to congregation members and their children.
- Any couple requesting the use of the sanctuary for a wedding ceremony must have pre-marital counseling through The River CRC.
- All weddings should be officiated by one of the River's pastors. All exceptions will be approved by the Administrator in consultation with one of the pastors.
- Wedding ceremonies must be coordinated with the assistance of the Worship Director.

Church Equipment Usage

- Members of The River CRC are permitted to borrow tables and folding chairs for personal use. No other equipment may be borrowed.
- Borrowing of equipment must be coordinated with the Administrative Assistant or Administrator to ensure that the items requested are available.

*Co-sponsored groups are Redlands Christian School, Redlands Christian Home, and Arrowhead Christian Academy. Other groups may be added at the discretion of the Finance/Personnel Team.

Fee Schedule for use of Church Facilities**

Sanctuary	\$250
Fellowship Hall	\$100
Kitchen	\$100
Children's Church	\$100
Classroom	\$25
Video/DVD Equipment	\$25

Sound & Lighting equipment is available. Because of the technology involved we require personnel from The River CRC to run this equipment. If arrangements can be made, this equipment may be used.

Sound/Lighting	\$75/hour
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Users of the building are expected to clean and leave the facility in the same condition as it was found. If for some reason, they are unable to, arrangements shall be made with the custodian, prior to the event. Below is a list of requirements. The River CRC reserves the right to bill the user for janitorial services if areas are not properly maintained.

Janitorial Services	\$75/hour
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Cleaning Requirements

Kitchen – Wipe counters, wash & put away dishes, wipe up spills on the floor, make sure refrigerator doors are closed, make sure ovens and coffee pots are turned off.

Fellowship Hall – Vacuum, sweep, wipe tables, put all tables and chairs back the way they were.

Trash – Put all trash in containers inside the gated area just outside the Fellowship Hall. Replace the can liners.

Lights/Air/Heat – Turn off all lights, heat and/or air conditioning.

Doors – Make sure all doors are closed and locked.

**There is a separate fee schedule for Weddings and Wedding Receptions

Policy for Administration Building

8. The primary uses of the Administration Building are:
 - Staff offices
 - Meetings of Administration and Council
 - Spanish Service
 - Youth meetings
9. Ministries of the church may use the multi-purpose room after scheduling with the Church Administrator. Social gatherings such as showers, receptions and other family gatherings may still meet in the Fellowship Hall of the main building.
10. Since the large room will be used for worship and we would like to keep it as clean and well maintained as possible, **we do not allow this room to be rented nor used for large sit-down meals.** Ministries of the church may serve drinks and snack or have dinner on the outside patio area.
11. The Administration Building contains valuable technical equipment. In order to protect this equipment, a security alarm is installed. Only staff members have keys to this building and know the alarm code. Under no circumstances may a staff member pass on this alarm code to others. The following names are posted with the alarm company's 'to call' list:
 - Custodian – Roger Boersen
 - Administrator – Ginger Mulder
 - Police - Vonn Layel
 - Police - Jeff Van Mouwerik
12. Each individual staff member must make sure that the windows are closed in their office and inside office door is locked. The last staff member leaving the building is responsible for ensuring all doors are locked, windows in public areas are shut and locked, lights are out, and that the securities alarm is activated.
13. If a non-staff individual has permission to use the Administration Building after regular office hours, arrangements must be made with a staff member in order to get in and out of the building.

Wedding Policy

To have your wedding held in the sanctuary of The River CRC the following criteria must be met:

- You or your parent must be a member of The River CRC
- The couple marrying must agree to pre-marital counseling through the church
- The date must be available
- You must be willing to comply with the "Use of Church Facilities" policy
- All aspects of the ceremony must be God-directed and Christ-centered

Sanctuary Seating: 600

Participation of Pastors of the River in a Ceremony:

All weddings should be officiated by one of the River's pastors. All weddings performed by an ordained pastor of the River must be approved by the Council of the church. All exceptions will be approved by the Administrator in consultation with one of the pastors.

Counseling:

The River considers preparation for marriage an important component of the wedding planning process. Every marriage performed at the River or by a pastor from the River must go through a program of premarital counseling. The River will assist the couple in connecting with such a program either through a licensed counselor or through a church or Christian organization that has such programs.

A program for premarital counseling will have the following components as part of the curriculum:

- relationship strengths and areas for growth.
- communication.
- conflict resolution.
- personality issues and differences between couples.
- realistic expectations of marriage.
- families of origin and their impact on marriage.

The following are also recommended areas of exploration in a counseling program:

- financial management.
- spiritual beliefs.
- children & parenting.
- family & friends.
- sexual expectations.
- leisure activities.
- role relationships.
- personal, couple and family goals.

Such a counseling program should be completed before the ceremony.

If financial assistance is needed to complete such a program, please contact the church administrator.

Mentoring:

The River believes that learning how to be married well is a process that takes time, energy, and encouragement. For that reason the River will assist a married couple in connecting with a mentor couple who have been married for at least 10 years. The mentor couple will meet regularly (about 4 times per year) with the newlyweds to assist them in navigating the challenges of and celebrating the joys of marriage.

Wedding Vows and Forms:

To assist a couple in planning their ceremony and celebrating Christ as the foundation of their marriage, the River pastors will use the church's forms and vows for any ceremony performed by a River pastor. Those forms and vows are available from the pastors. Any changes to the forms or vows must be approved by the officiating pastor and the Lead pastor of the River.

Sacraments:

The River believes the sacraments of the church are for the church within the context of worship with elder supervision for accountability and appropriate distribution. We believe that communion at wedding celebrations does not fit that value and ask that couples seek other ways to include spiritually meaningful symbols into their ceremonies.

Bride's Dressing Room:

The bride's dressing room is available for the use of the bride and her attendants. You may plan to be in the bride's room two hours before the ceremony. If more time is necessary there will be an added charge.

Music:

Music used in your wedding is an important part of the Worship Service. It should be a God-directed, Christ-centered Service, both for you and for the worshippers. Therefore, all music, whether for organ, instruments, solo voice or choir, should be selected so that words and music are appropriate. All music planned will be discussed with the worship director and is subject to his/her approval. Our own musicians are available for your use. All musicians will be subcontracted by you and are not covered through the flat fee. Suggested prices for musicians are given on the following pages.

Sound/Lighting:

Only church approved personnel may operate the recording and audio system. The church will provide this individual and costs will be covered under the flat fee.

Mechanical:

The River CRC has sophisticated mechanical and lighting equipment. Do not touch or change controls. Requests for special mechanical or electrical requirements must be submitted in writing two weeks prior to the event to determine if they can be accommodated and at what cost. An operator is required.

Flowers:

The bride arranges floral decorations. The Worship Director must know when the flowers are to be delivered and the decorating is to be done. Please arrange this time with the church Administrative Assistant or Administrator. Advise your florist that tape may not to be used on the pews when decorating the aisles. The white runner for the aisle must be rented from the florist if so desired.

Candles:

The only candles allowed are those that are inside a glass container or are entirely dripless. All candelabras will need to be rented.

The Rehearsal:

If you plan on having a rehearsal make sure that this date has been reserved through the church office. The Worship Director will be present for this rehearsal. All those participating in the wedding ceremony should be at rehearsal including the parents of both the bride and groom. Allow approximately an hour. Please bring the wedding license to the rehearsal.

Time of Wedding:

There will be no weddings on Sundays. One o'clock p.m. is the latest time to schedule a wedding on Saturday, as the church needs to be vacated by 3:30 p.m.

Wedding Fees

Included in the fee for a wedding is:

- Use of the sanctuary for rehearsal & ceremony
- Opening and closing of the church for rehearsal & ceremony
- Sound and lighting technician for rehearsal & ceremony
- Wedding coordination by the Worship Director
- Janitor Cleanup

✓ Fee for Member	\$290.00	+\$100 for use of Fellowship Hall/Kitchen
✓ Fee for Child of Member	\$390.00	+\$100 for use of Fellowship Hall/Kitchen

Fee needs to be paid in full one week before the date of the wedding. Make checks payable to The River CRC.

Additional Costs:

You are responsible for paying the pastor and musicians. *Suggested* compensation is listed below. These payments and arrangements need to be made directly with the individuals involved.

✓ Pastor	\$100.00
✓ Organist or Keyboardist	\$100.00
✓ Soloist	\$50.00

These policies are to be read and signed by the individual requesting to use the facilities. *I certify that I have read the above guidelines and I agree to abide by them. I understand that violation on any of these guidelines can lead to me or my organization being prohibited to use The River's facilities.*

(signature)

(date)

(print name)

(name of organization)