



rochester
CHRISTIAN CHURCH

FACILITIES USE APPLICATION AND GUIDELINES

**325 South Walnut St
Rochester, IL 62563
(217) 498-9264
www.rochesterchristian.com**

RCC hosts only those events that are consistent with RCC's vision and mission.
Approval by the Business Manager and/or the Sr Associate Minister is required for any event to be considered.

GENERAL FACILITY GUIDELINES

God has blessed us with a beautiful facility. In order to give Him thanks for all He has given us, we ask that you comply with the following guidelines while using the Rochester Christian Church facilities. These guidelines are designed to help us protect our church home and maximize our resources.

HOURS OF OPERATION

Regular Hours

Normal office hours are Monday – Friday, 8:00 a.m. to 4:00 p.m. An event may be scheduled before or after normal business hours, based on availability. Normally, the facilities will be closed and locked by Security no later than 10:00 PM. Special permission must be given by the office for keeping the building open later than 10:00 PM.

The facilities will not be available until 1:00 p.m. Sunday for any event other than RCC services.

Holiday Schedule

The facility is closed on the following holidays:

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day (& day after), Christmas Eve & Christmas Day

Any use of the facility on these holidays will require special permission from the office.

FEES (if applicable)

1. RCC Members: Facility fees are waived for first 4 hours. Attendant fees may still apply.
2. All fees charged go toward facility use and cleaning services only. Additional fees apply if sound or video technician is required.
3. Fees are collected at least 2 weeks in advance of scheduled event.
4. RCC Facilities Use Fees can be found on page 6.
5. If fees will be charged, you will receive notification once your request has been approved.

DECORATIONS & SIGNAGE

1. Candles may be used only if contained in glass holders. The flame must not exceed the top of the container.
2. All decoration materials must be non-flammable.
3. Nothing may be tacked, nailed into or taped to the painted walls, woodwork or fixtures
4. Any type of poster, signage or decoration posted during an event requires prior approval by the office.
5. Signage must be removed immediately after the event is concluded.
6. Signs on exterior doors or street signs are not allowed without the prior approval from the office.

FOOD AND DRINK

1. Food and drink are allowed in all areas available for use.
2. Alcohol and illegal substances are prohibited on facility premises and grounds (including parking lot).

KITCHEN

1. The kitchen is to be used for fellowship and special events preparation that have been approved by the office.
2. Please bring your own plastic/paper ware for your event. Rochester Christian Church does not have plates, flatware or tablecloths etc. available to rent.
3. Please provide all food and beverages to be used.
4. Children may not use the kitchen facilities without proper adult supervision.

SMOKING

The Rochester Christian Church facility is smoke-free and tobacco-free. Smoking or chewing tobacco is not permitted in any part of the facility any time.

CHILD SUPERVISION

Children must be supervised at all times and should not, at any time, be left unsupervised anywhere on the property (including parking lot, and other outdoor areas).

ELECTRONICS & AUDIO VISUAL

1. All audio and video cables should remain as wired. If a need arises to change the configuration in any way, permission must be sought and all wiring should be returned to its original configuration.
2. If sound or audio visual equipment is to be used in the Great Room, an authorized user must be scheduled.

MAINTENANCE AND UP-KEEP

1. All rooms (including kitchen) and other areas used must be left the way you found them [the set up of chairs, tables, and other objects].
2. The use of any objects, other than those pre-existing in the room, must be pre-approved by the office.
3. Please do not move RCC equipment or supplies out of the room without prior approval from RCC Office.
4. Please remove all trash after event and place in dumpster located in the north parking lot (next to FLC).

SCHEDULING AN EVENT

*The Business Manager is responsible for all scheduling. All room/facility reservations must be obtained by filling out the Facility Use Application. **Forms must be submitted to the office for approval and scheduling.***

GENERAL FACILITY USE

- PRIORITY #1 Activities sponsored by Rochester Christian Church.
PRIORITY #2 Member/Regular-Attender Events (i.e., weddings, family celebrations, baby/bridal showers, etc.)
PRIORITY #3 Community service organizations/churches
PRIORITY #4 Non-Member/Regular-Attender Events (i.e. weddings, family celebrations, baby/bridal showers, etc.)

ROOMS

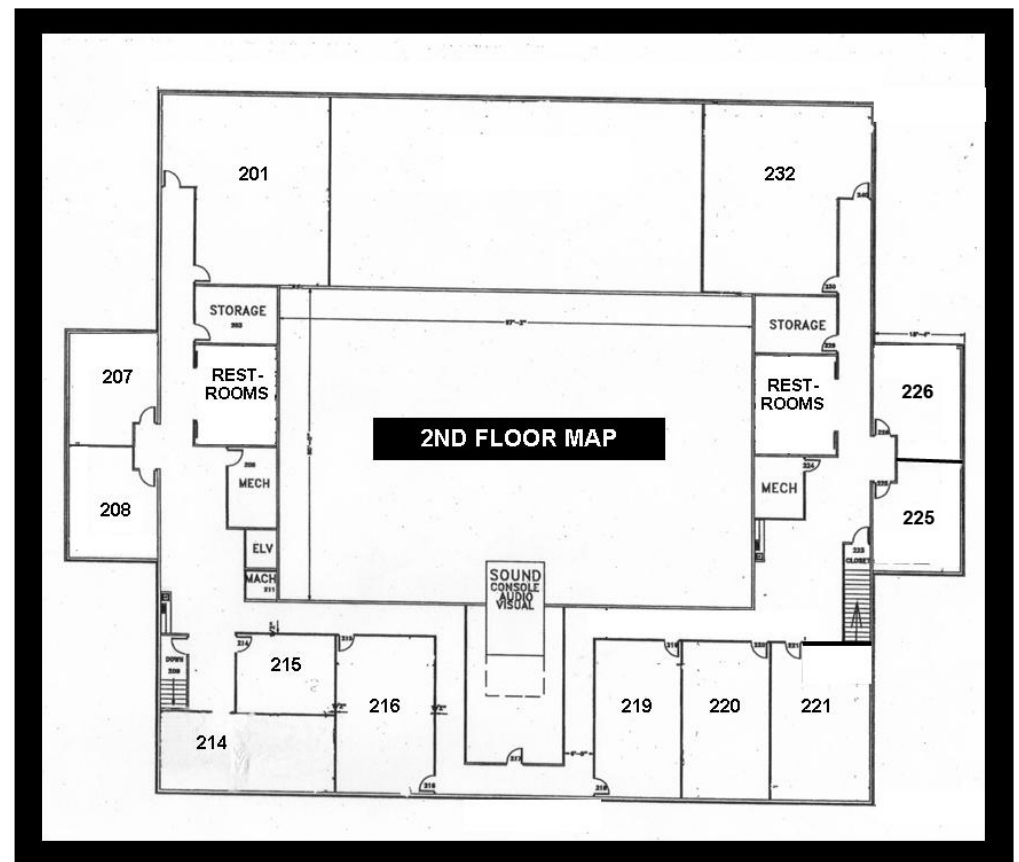
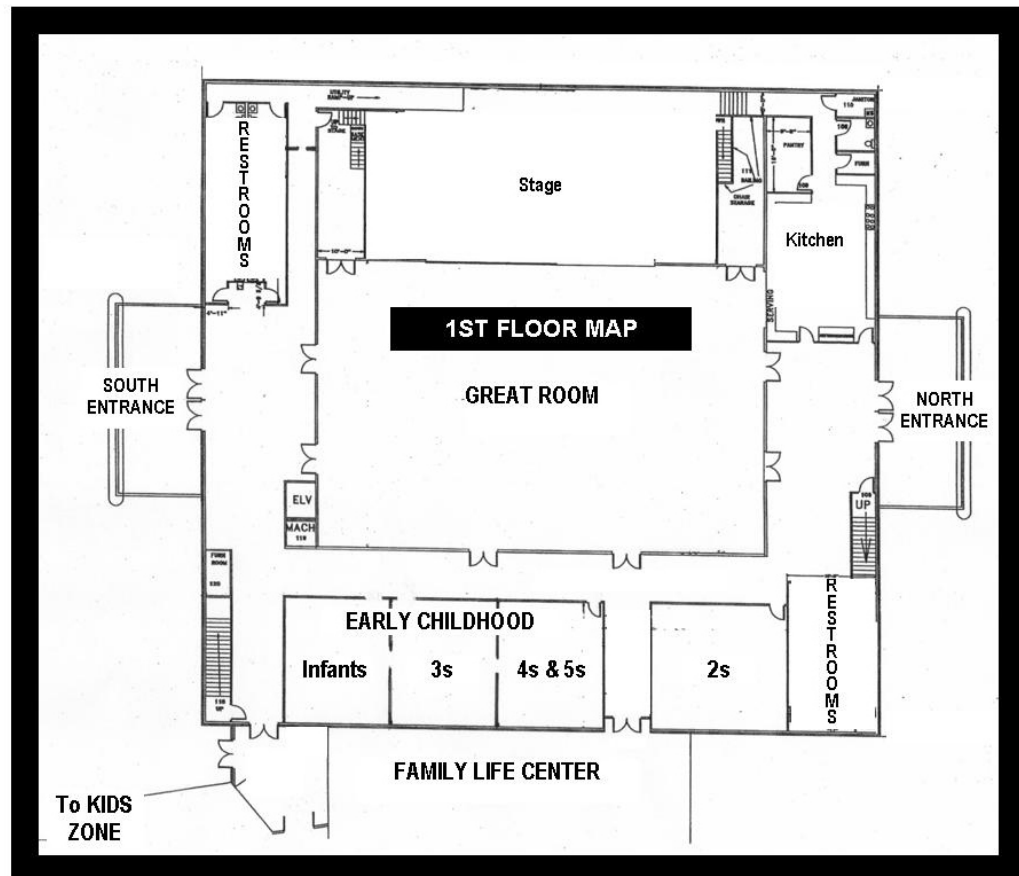
All area must be reserved at least *two weeks* in advance. Rooms may not be used unless scheduled and approved by RCC.

SCHEDULING GUIDELINES

RCC reserves the right to deny room/facility use at its discretion.

1. Groups/people must fill out a request form from the office. Groups will be placed in available rooms, based on their needs.
2. Recurring events (weekly, monthly, etc.) will be evaluated every *six months* by the office. Any group/person may be denied use of facilities at RCC's discretion if the activity conflicts with any RCC ministry or if the facilities are in any way misused.
3. All scheduled rooms/events will have a single individual identified to be accountable for the group's activities.
4. A certificate of insurance (binder) may be required for parties using the facilities.
5. Sales, home parties and individual for-profit events are not allowed.
6. We will accept requests for use by public and community events based on facility and group needs. An attempt will be made to host as many events as possible. Our purpose is to be a "good neighbor" by having an interest in the community beyond our congregation.
7. RCC hosts only those events that are consistent with RCC's vision and mission
8. RCC reserves the right to review all events and deny application for use of facilities for any reason and at any time.

RCC Map



Rochester Christian Church
 325 South Walnut St.
 Rochester, IL 62563
 498-9264
www.rochesterchristian.com



rochester

CHRISTIAN CHURCH

Facility Use Application

325 South Walnut St – Rochester, IL 62563 – (217) 498-9264 – www.rochesterchristian.com

Please read the attached policy concerning the use of Rochester Christian Church's facilities. Any questions or concerns you may have can be answered by contacting the office at the number above or at <mailto:aprilvinyard@rochesterchristian.com>

Contact Person _____

Mailing Address _____
Street City State Zip

Day Phone _____ Evening or Cell Phone _____

Email _____

Is the contact an RCC member/regular attender? Yes No If no, is an RCC member/ regular attender associated with this event? Yes No

If yes, state RCC member's name and involvement in this event: _____

DESCRIPTION OF EVENT _____

Date(s) of Event (Preference Order) 1 _____ 2 _____ 3 _____

Is this a recurring event? Yes No If Yes: Weekly Monthly Other _____

Event Date or Start Date if Recurring _____ End Date if Recurring _____

Event Start Time _____ Event End Time _____

No. of people attending _____

Room Preference (Preference Order) 1 _____ 2 _____ 3 _____ 4 _____

Are you able to provide proof of insurance covering your organization/event? Yes No

Will food/beverages be provided? Yes No If yes, please explain _____

Is there a cost to individuals attending this event? Yes No If yes, please explain _____

I have read and agree to the Rochester Christian Church Facility Use Guidelines, including all fees stated. I am the responsible party who will assure that the Facilities Guidelines will be followed during the event.

Signature

Date

Please Print Name

RCC Business Manager/Sr Associate Minister

Date

COMPLETED BY OFFICE ONLY
TOTAL FEE CHARGED: _____ DATE DUE: _____ DEPOSIT PAID _____ PAID IN FULL _____

FOR OFFICE USE ONLY

FACILITIES USE FEE

This form to be filled out by RCC office once the Facility Use Application is accepted

Our desire is to share our facility as a community service; therefore, we anticipate keeping usage fees as low as possible. Generally our charges would be to recover costs incurred by RCC, i.e. cleaning, heating/cooling, opening/closing building, use of supplies, etc.

Facility Fees:

RCC Members: Facility fees are waived for first 4 hours. Attendant fees may still apply.

Great Room	\$50 per hour - \$100 MINIMUM per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Great Room stage (stage is only available with Great Room rental)	\$15 per hour - \$30 MINIMUM per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Family Life Center (includes small kitchen)	\$20 per hour - \$40 MINIMUM per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Great Room Kitchen	\$15 per hour - \$30 MINIMUM per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Classroom	\$10 per hour - \$20 MINIMUM per room, per use	Hrs. _____	<input type="checkbox"/>	\$ _____
Classroom - Double Size (rooms 201 & 232)	\$15 per hour - \$30 MINIMUM, per use	Hrs. _____	<input type="checkbox"/>	\$ _____

Attendant Fees:

Sound operator	\$75	(Must use RCC tech operators ONLY)	<input type="checkbox"/>	\$ _____
Video operator	\$75	(Must use RCC tech operators ONLY)	<input type="checkbox"/>	\$ _____
Custodian	\$75		<input type="checkbox"/>	\$ _____

Total rental: \$ _____

Deposit: \$ _____

Due date: _____

Balance due: \$ _____

Due date: _____

All fees must be paid in full two weeks before the day of the event. A 50% deposit will be required to reserve the Great Room and/or the Family Life Center. Refunds will be made ONLY if event is cancelled due to inclement weather or if cancelled by RCC.

By my signature, I hereby agree to pay the above stated fees for use of RCC's facilities. I understand that if the event(s) does not occur, these fees will be refunded in full if RCC has not incurred any expense (including labor) for this event(s). Any expenses incurred by RCC will be deducted from refund.

Signature of applicant: _____ Date: _____