



# ROCHESTER COVENANT CHURCH

## FACILITY USE POLICY

It is the intent of Rochester Covenant Church that its building and facilities shall have wide usage by its members. Also, use of the building and its facilities is open to nonchurch-related organizations that are compatible with our philosophy (not necessarily religious groups). These groups can include churches of other denominations, character-building organizations such as Boy Scouts 4H, etc.; community cultural organizations, church members for family functions, recitals, etc. In order to define the conditions for use of the church and to avoid conflicts, a set of rules is essential.

### **A. Scheduling**

1. All meetings and events shall be scheduled on the church calendar. Call the church office and have the secretary check the availability of the date, time and room you wish to request.
2. A Facility Use Request Form must be completed prior to final approval by the Facility Manager.
3. No events will be scheduled after 12:00 noon on Wednesday or on Sundays except with the specific permission of all members of the church staff.
4. Prior to the event, the responsible person must meet with the church's Facility Manager to determine what room(s), setup and equipment will be needed and what the fees will be. Payment will be made prior to or at the time of the event.
5. No outside group scheduling shall conflict or interfere with regular church programs.
6. In the event that there would be a question as to the status of a group applying for use, or a question about appropriate fees (or the waiving of such), the Facility Manager will make this determination, in consultation with a church staff member, if necessary.

### **B. General Building Use**

1. The use of alcoholic beverages and smoking are not permitted anywhere in the church or on its grounds.
2. A separate form must be filled out for use of the nursery rooms and/or kitchen. This will go on file in the church office.
3. The use of church facilities does not automatically mean parties can use audio-visual, sound, musical, or other equipment (see section C).

### **C. Equipment Use**

1. The Worship & Music Ministry Team and Director of Worship & Music have jurisdiction over the organ and pianos. Use of the organ must be authorized by the Director of Worship & Music. The church organist will

have priority for the use of the organ. Practice time for the organ may be arranged through the Director of Worship & Music.

2. Sound and media equipment will only be operated by a member of those teams.
3. Use of audio-visual equipment requires permission of the Facility Manager. No audio-visual equipment will be allowed to leave the church building.
4. For use of kitchen equipment please see the "Kitchen Use Guidelines."
5. Use of Nursery and contents are covered under "Nursery Use Policies."

#### **D. Fees** (see list below)

##### Without Charge:

1. Any organization of Rochester Covenant Church
2. Any activity in which an organization of this church is involved

##### Usage Fees:

Sanctuary	\$50 first 2 hours, \$25 each additional hour
Fellowship Hall	\$75 for 4 hours, \$15 each additional
Music Room	\$25
Library	\$15
Class Room(s)	\$12/room
Nursery Room(s)	\$20/room
*On-Site Coordinator	\$15/hour
*Sound System w/operator	\$75/event up to 3 hours (\$20/hr. after 3 hrs. or for rehearsals on separate date)
*PowerPoint/Video	\$75/event up to 3 hours (\$20/hr. after 3 hrs. or for rehearsals on separate date)
TV/VCR/DVD	\$10
Kitchen	\$75 with appliance usage (ovens, stove, dishwasher) \$25 just serving food
*Kitchen Supervisor	\$15/hour
*Custodial	\$25/hour
Deposit required	to be calculated & collected at time of meeting with Facility Manager (minimum of \$50)

\*Members/Regular Attenders of Rochester Covenant: 50% off all but \* items.

**Note: An additional \$20 fee will be applied for any event scheduled after noon on Saturdays.**

#### **E. Weddings**

See the wedding booklet found in the church office files and consult with the Wedding Coordinator for all procedures related to weddings (including fees).

#### **F. Funerals**

See separate Funeral Policy booklet.