



Ridge Point Community Church

FACILITY MANAGEMENT GUIDELINES

Church Facility Use Policy

Ridge Point's facilities have been provided by God through people's tithes and offerings. The church desires that its facilities be used for Following Jesus and Fearlessly making Him known. Our facility is available for use and rental for our faith community members as well as open to the public.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized on our website. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The executive pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons.

- First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)
- Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion to our faith community and the public because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

This policy applies to all church facilities at each campus, regardless of whether the facilities are connected to the church's corporate worship space.

Approved Users and Priority of Use

Generally, priority shall be given to faith community members, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Groups or persons requesting facility use must

- submit a "Facility Reservation Request" form.
- be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

EVENT REQUEST GUIDELINES & PROCEDURES

The facility of Ridge Point Community Church exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If a request for facilities use is made for the same date, the order of priority is as follows:

1. Church programming, activities, events and ministries will always have first priority.
2. Faith Community requests, including weddings or funerals, will have second priority.
3. Non-church events will not be placed on the calendar more than nine months in advance.
4. Weddings will not be placed on the calendar more than 12 months in advance.
5. The facilities may be available for use on Monday - Friday from 7 a.m. until 10 p.m. Saturday and Sunday requests will be considered on an individual basis.

HOLIDAYS: New Year's Day (January 1) Good Friday (Friday before Easter) Memorial Day (last Monday in May) Independence Day (July 4) Labor Day (first Monday in September) Thanksgiving (fourth Thursday in November) Day after Thanksgiving Christmas (December 25)

The Reservation Request form must be fully completed including the sections on childcare, communications, facilities (room set-up & doors opened), security and technical requests will be scheduled on a "first come, first serve" basis - but are subject to change based on the broader needs/goals of the church. The Facility Management Office will notify the user of any conflict or questions to negotiate changes of times or rooms.

GENERAL USE POLICIES: The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned due to the set up, preparation and clean up for other events within the facility. The conduct of all persons attending programs is expected

to be respectful of the environment. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.

3. The user will be held financially responsible for any damage done to church property associated with the scheduled event.

4. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room set-up and clean up after the event. Additional services will be charged to the user on a cost recovery basis.

5. Moving furniture within the facility should be done through a Room Set-up Request form and the work completed by the Facility teams.

6. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by church personnel to prevent damage to the building and church furniture and equipment.

7. The furnishings and equipment (tables, chairs, portable sound systems, etc.) owned by RPCC may be checked out or used away from the church with written request. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group.

8. Dining or the serving of food is limited to pre-approved designated areas.

9. Nails, screws, tacks, glue or cellophane tape may not be used on the walls, carpet, furniture, tile floor or woodwork. Please use the grip-it strips in the rooms for hanging posters, etc. Only gaffer's tape may be used to tape down wires and cables on the floors.

10. The Holland Fire Codes prohibit the use of candles: except for the use in worship services.

11. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed setup time for an event. The main weekday entrances will be near the administrative area.

12. Failure to honor the above regulations may result in additional custodial and/or restitution fees.