

RHINELANDER SDA CHURCH RENTAL USAGE POLICY & PROCEDURES

The Rhinelander Seventh-day Adventist Church is willing to make available the use of its Fellowship Hall to the community at large for various private events and activities. However, because these facilities were dedicated to be used to honor and glorify God, all efforts are made to ensure that events taking place within the facilities of the church are in keeping with the general policies of the Seventh-day Adventist Church. Therefore, in order for your event to be all that you desire it to be, please read the following policy carefully.

Reservations for its use must be made through the church office and are subject to approval by the Church Board. Priority is given to regularly scheduled church functions, such as potlucks, bible study groups, etc. All activities must be consistent with church beliefs and lifestyle.

The Fellowship hall is generally not available to rent (to the public) during Sabbath hours, but if it is needed for an appropriate Sabbath activity, we request that advance preparation of food, decorations, chairs & tables, etc., be completed before the Sabbath begins (Friday sundown).

After the application is received, the church's Event/Facility Coordinator will contact you to set up an appointment to meet with you at the church and discuss this policy, your event plans and to answer any questions you may have. The Event Coordinator or a representative may attend the event to assist and supervise.

Principles:

- 1) Usage will be compatible with and respectful of all Seventh-day Adventist theology and practice, which includes:
 - Alcoholic beverages are prohibited on church property.
 - Smoking & drug use is prohibited on church property.
 - Serving meat/biblically unclean meats is prohibited (pork, shrimp, crab, lobster, etc. *See Leviticus 11:11).
 - Dancing is prohibited
 - The use of loud music (music with heavy rhythmic beat) is prohibited.
- 2) We provide access to our church facilities for the following groups/individuals:
 - a. Supporting ministries of Rhinelander SDA Church
 - b. Rhinelander SDA Church members
 - c. Other local community groups or individuals
- 3) The Church board has the final say in the availability of the facilities. We will make every effort to assist those requesting to use the facility, but we reserve the right to cancel or postpone the event if an unforeseen emergency occurs.
- 4) It is expected that any group or individual using our building would respect and treat it the same or better than they treat their own home. This means leaving the facility and contents in the same or better condition than upon arrival. A minimum cleaning fee of \$ may be charged if the facility is not in reasonable order.
- 5) Any expenses incurred due to damage of the facilities or equipment will be the

responsibility of the person signing the Facility Usage Contract.

6) We strive to keep our facility in excellent condition. However, if a participant or attendee of the event is injured on our property, the renter will be liable and/or bring the incident to satisfactory conclusion.

Reservation Checklist:

____ Contact the church office regarding the date(s) desired to verify availability.

____ Read over the terms and guidelines.

____ Fill out the Reservation Agreement as well as the Release and Indemnity Agreement and return it to the church office for approval.

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____ Submit the appropriate fees seven (7) days prior to the usage date.

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Guidelines to Follow

Furnishings:

- a. The Renter using the facility is responsible for the setup and take down of spaces used. There are tables and chairs stored in the church shed that can be borrowed and returned to the storage shed. All items/furnishings should be returned to their original setup.

General:

- a. All decorations, supplies and personal items must be removed from the building the day of usage.
- b. Items must be brought and taken away on the day they will be used. If tables and chairs need to be set up the day before usage, please note it on the reservation form.
- c. No nails or adhesives are to be used. Decorations need to be approved by the Facility/Event Coordinator prior to use.
- d. If a podium is needed, one can be provided upon request.
- e. All food and personal items brought to prepare the food must be removed the day of usage.
- f. All church items used in food preparation/ serving must be cleaned and put away.
- g. Trash must be collected and disposed of in the dumpster located outside. NOTE: All trash items must be bagged!

Safety & security:

- a. No open flames, candles.
- b. Children must be under direct supervision at all times.
- c. Exits and space in front of fire extinguisher must be kept clear in case of an emergency.
- d. A church representative will be present to open/close the facility.

(Please indicate all times needed to access the facility.)

Financial Matters:

- a. The usage fee must be paid in full 7 days prior to the reserved date or the contract will be voided.
- b. A deposit of \$50 must be paid at the time the application is received. And will be returned after the event if all is left in a satisfactory manner as described in the guidelines.
- c. If the event is cancelled by either parties, the fees will be refunded in full.
- d. Equipment or property damage will be the full responsibility of the person signing the contract.

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