

Riverdale Baptist Church

Facility Use Policy

Guidelines for Use of Facilities

As a registered charitable organization in Canada, Riverdale Baptist Church has been entrusted with resources and property for the purpose of carrying out its charitable objectives. These charitable objectives (below) are listed in section 3 of the Riverdale Baptist Church constitution, and they are registered with the Canada Revenue Agency.

3. *The main objectives of Riverdale Baptist Church are:*
 - 3.1 *the maintenance and promotion of public worship and the preaching of the Gospel;*
 - 3.2 *the study of the Bible as the guide to right living and the instruction of the members in the Christian faith; (the doctrinal and theological teachings and beliefs of the Riverdale Baptist Church are outlined further in the church's Statement of Faith; Vision Statement; and Church Covenant.)*
 - 3.3 *the promotion and advancement of Christ's Kingdom through a vigorous program of evangelism, and the support of domestic and international missions;*
 - 3.4 *the help of the oppressed and the support of such causes as God makes the concern of the congregation;*
 - 3.5 *the furtherance of Christian fellowship;*
 - 3.6 *to affirm its affiliation with Baptist Union of Western Canada, Baptist Federation of Canada, Canadian Baptist Ministries, Baptist World Alliance and their successors.*
 - 3.7 *religious and charitable.*

In keeping with these objectives, proper oversight must be given to ensure that:

- Adequate facilities be in place to effectively carry on activities which fulfill the objectives of Riverdale Baptist Church
- The facilities are properly protected against damage or misuse
- A spirit of cooperation and respect exists with church adherents, community groups, and other non-profit organizations regarding the use of the church's facilities
- Appropriate fees are assessed for non-church events in order to recover the expense associated with the use of the building and/or equipment

Eligibility for Use of Facilities

- Regularly scheduled church meetings, programs and activities of Riverdale Baptist Church have first priority in the use of its facilities. Other church functions have second priority. Respect and special consideration will be given in the arrangements for funerals and family gatherings for funerals.
- Christian weddings, on approval of the Pastor and/or Elders. Weddings and funerals are part of regular worship events and the fee for the use of the sanctuary, basement, and kitchen will be waived.
- Other registered charities and non-profit groups with purposes that are similar to, or that do not conflict with, the purposes of Riverdale Baptist may, for a fee, use the facilities when they are not already scheduled for church functions.
 - A Certificate of Insurance must be provided by all outside groups, naming Riverdale Baptist Church as an additional insured for the purpose of covering liability and property damage or accidents that might occur on church property. Please refer to the User Agreement for further details.
- Facilities are not available for use by for-profit groups, government groups, political parties or individuals who do not fall under the umbrella of a non-profit/charitable organization. Exception: weddings and funerals.
- Ministry related organizations requesting fees to be waived will be referred to a committee consisting of the Moderator, the Vice-Moderator, the Deacon of Administration, and the Church Administrator.

Facility Reservations

- Unless pertaining to regularly scheduled services or programs, church groups wishing to use the facility must make their requests to the Church Administrator. Once it has been determined that no conflicts exist, the event will be placed on the church calendar.
- All outside groups must complete a *Request for Use of Facilities Form* and submit it to the Church Administrator. Once it has been determined that no conflicts exist, the event will be placed on the church calendar.
- Use of facilities is granted on a “first come, first served basis”.
- Outside user groups must provide proof of insurance, in the form of an insurance certificate naming Riverdale Baptist Church as an additional insured, within 2 weeks of the scheduled event, or they may risk cancellation of their event. Types and minimum amounts of insurance required are specified in the *RBC User Agreement*.

Cancellations

- Cancellations shall be made, in writing or by email, with the Church Administrator as far in advance as possible.

General Guidelines for Use of Facilities

- Children should be supervised by their parents or other responsible adults at all times.
- The use of tobacco, alcoholic beverages, or illegal substances is not permitted in the building or on the grounds of the church.
- Refreshments of any kind will be limited to the basement and foyer areas.
- No decorations will be affixed to the premises without prior consent by the Church Administrator. Only fire-retardant decorations are acceptable.
- Activities and programs are limited to the space that is assigned to each rental group.
- Users are expected to leave the building in the same condition it was when they arrived.
- Users will be held responsible for any damage done to the church property associated with the scheduled event.

Security/Safety

- The individual in charge of an event for an outside user group may sign out a temporary key from the Riverdale Baptist office up to two business days in advance of their event and must return the key within 2 business days of the event ending.
- The church is not responsible for the loss of any personal items. A lost and found bin is located in the church foyer, and inquiries about lost items may be made at the church office.
- User groups are charged with the responsibility for closing windows and turning off all lights in rooms used.
- Any equipment/furniture used must be cleaned, properly stowed and returned to its original location.
- Occupancy loads must be respected by all users:
 - Sanctuary & Stage
 - Fixed Seating- 260 maximum
 - Basement
 - Non-fixed seating- 135 maximum
 - Tables and chairs only- 106 maximum
 - Standing only- 150 maximum

Fees

| Space/Equipment | Cost | Discounts ⁱ |
|---|--------------------------|---|
| Basement | \$25/hr (max. \$150/day) | <ul style="list-style-type: none"> Regular renters are entitled to 25% off To qualify must be a standard rental (no extra administration) |
| Sanctuary | \$50/hr (max. \$250/day) | |
| Basement & Sanctuary | \$60/hr (max. \$300/day) | |
| Kitchen (glassware/plates may be used on-site with special permission only) | \$25/use | |
| Piano (piano tuning considered in lieu of this rate) | \$10/hr | |
| Furniture/Equipment ⁱⁱ (cannot be used off-site for non-church related events. Does not include audio/visual equipment.) | No extra cost | |

- The total cost is due 1 week before the event
- Rental fees for regular renters are due at the end of each month
- Rental period between 8am and 10pm
- Fees are subject to change, from time to time

ⁱ For the purpose of discounts, *Regular Renters* are defined as those groups who rent space from Riverdale Baptist Church on an ongoing basis.

- Weekly users: At least 4 weeks of ongoing use.
- Monthly users: At least 3 months of ongoing use.
- Annual Users: Users who have a history of using the facility for a significant (multi-day), recurring, annual event for more than 2 years in a row and/or who intend to use the facility for the same event in subsequent years.

Renters selling tickets are not eligible for the discount.

ⁱⁱ Furniture/equipment does not include audio/visual equipment. Riverdale Baptist Church does not allow access to its audio/visual equipment for non-church related events. Special arrangements may be made only for weddings and funerals.