

**Riverside Community Church**  
*United Church of Christ*  
317 State Street | PO Box 656 | Hood River, OR 97031  
Phone: 541-386-1412 | E-mail: office@riversideucc.com  
Wifi: RUCC Wifi Password: fridaygood

**Application for Use of Riverside Community Church Facilities**

Name of Person or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Time: \_\_\_\_\_ Type of event: \_\_\_\_\_

Est. # of people: \_\_\_\_\_ Open to public? \_\_\_\_\_ Admission fee? \_\_\_\_\_

Please explain the purpose of the event: \_\_\_\_\_

---

List any equipment you wish the church to supply or any special preparations needed: \_\_\_\_\_

- 
- If you will need a key for the facility, we require a \$25 deposit.
  - Items to be delivered and changes made to the room(s) used for the event must be discussed and noted at the time of application.
  - You will be responsible for any damage done to church property as a result of your event.
  - Inquiring about use of the church does not imply a reservation has been made. Until this signed application, along with a deposit, if required, is received and approved, the reservation for space is not considered confirmed.

Fees have been agreed upon as follows: For the use of \_\_\_\_\_

A total fee of \$ \_\_\_\_\_ and a deposit \$ \_\_\_\_\_ PD. CK # \_\_\_\_\_

**Payment is expected prior to the day of the event unless prior arrangements are made.**

**I have read the attached policies regarding use of space at Riverside Community Church and will comply accordingly.**

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE:**

Calendar clear \_\_\_\_\_ Permission granted \_\_\_\_\_ Denied \_\_\_\_\_

Fee received \_\_\_\_\_ Waiver granted \_\_\_\_\_ Denied \_\_\_\_\_

Key Code \_\_\_\_\_ Key deposit \_\_\_\_\_ Date returned \_\_\_\_\_

## Riverside Community Church

### Policies for Use of Riverside Community Church

The following policies for the use of church facilities allow us to keep the building in good condition and to make available to groups in the community. The following guidelines must be adhered to by groups and individuals using the church building. Failure to do so may jeopardize return of your deposit and future use of the building.

1. Church programs have priority for church use. Use of the building outside of church use times is available for religious, educational, civic, cultural, recreational and social purposes.
2. Only those rooms that have been reserved may be used and only participants in the event may be admitted. We ask that you conclude your event by 10 pm unless other arrangements have been made.
3. When the application is approved, the organization and contact person named on the application agree to take full responsibility for the event or activities of the group, the conduct of the people in attendance, and any damage to the building, property or equipment arising out of the use of the building during the event.
4. The organization and contact person agree to release and hold harmless Riverside Community Church, its employees, officers, agents and volunteers from any liability, claims, injury or other damage arising out the organization's activities on the church premises.
5. The organization and contact person agree to furnish the church with a certificate of liability insurance in the amount no less than \$1,000,000 per occurrence naming Riverside Community Church, employees, officers, volunteers and agents as additional insured.
6. Groups wishing to serve food as part of the event may do so as approved with their application. Food and drink are not allowed in the Sanctuary.
7. Applicant is responsible for all room cleanup and shall be returned to its original condition. This includes removal of all garbage and recycling; floor swept, and tables and chairs cleaned if food service is provided. A \$50 janitorial fee can be charged if self-cleaning of the space is not of interest.
8. Approval for beer and/or wine service in the Riverview Room may be granted if:
  - Served in accordance with all laws, especially laws regarding the age of those served and laws prohibiting serving alcohol to intoxicated persons.
  - Licensed OLCC servers must be used and proof of liability insurance provided. Riverside Church does not have a liquor license.
  - A plan is in place for not over-serving guests and water or non-alcoholic beverages are also available.

- Renter is responsible for all items necessary to serve chosen beverages including: ice, glassware, bottle openers and is responsible for all clean up, including removing all bottles and cans from the property.
9. Smoking is NOT permitted inside any part of the church facility.
  10. Displays, banners, and signs may not be placed or hung outside of the church without permission from the church office. Inside displays must not damage church property and are to be removed at the conclusion of the event.
  11. The altar and piano are not to be moved or removed from the Sanctuary without prior permission from the church office. Any other objects must be returned to the original location.
  12. Only music related objects are permitted on the piano and organ. The organ or piano may not be played without permission from the church office.
  13. The church, by approving use of its facilities, does not endorse or sponsor the event. If information about the location of the event is publicly announced, the group will clearly indicate that the church is not endorsing or sponsoring the event.

**Please show proper respect for this house of worship and the congregation.**

**EMERGENCY CONTACT:**

Joe Smith, Janitor / Building Maintenance: 541-380-0966

**Special Events – Wedding & Memorial Services**

Wedding Pricing Information

Sanctuary \$750  
 Deposit \$250 (applied to rental)  
 Kitchen/Riverview Room \$500  
 Sound System Operator (\$75)

Memorial Member

Sanctuary \$400  
 Riverview Room \$200  
 Sound Operator \$75

Audio Visual Equipment

Ruth Wells, Fireside or Riverview Room \$45

## Non-Profit Community Events

Riverside Church supports local community organizations by providing low-cost meeting space. Spaces available for rental and costs are as follows:

| Room            | 4 hours or less (occupancy)    | Full day | Capacity / (SF)  |
|-----------------|--------------------------------|----------|------------------|
| Sanctuary       | \$125 (176)                    | \$175    | 176 (2590)       |
| Riverview Room  | \$100 (ancillary to Riverview) | \$175    | 80 (1656)        |
| Fireside Room   | \$50 (30)                      | \$75     | 30 (810)         |
| Ruth Wells Room | \$50 (30)                      | \$75     | 30 (630)         |
| Nursery         | \$30 (same as Fireside)        | \$50     | Same as FS (378) |
| Kitchen         | \$25 per hour of use           |          | 6 - 245 SF       |

## For-Profit Organizations and Private Parties

Riverside facilities are also available for business organizations and private parties. Rooms rates are as follows:

| Room               | 4 hours or less (Occupancy)          | Full day |
|--------------------|--------------------------------------|----------|
| Sanctuary*         | \$ 175 (176) *pews seat 120          | \$250    |
| Riverview Room     | \$ 125 (ancillary same as Sanctuary) | \$250    |
| Fireside Room      | \$ 75 (30)                           | \$ 150   |
| Ruth Wells Room    | \$75 (30)                            | \$ 150   |
| Classrooms/Nursery | \$ 45 (same as Fireside Room)        | \$ 115   |

## Musician Use

|                                                                                                  |                 |
|--------------------------------------------------------------------------------------------------|-----------------|
| Student recitals, up to three hours of sanctuary use and use of the Riverview Room for reception | \$75            |
| Rehearsals                                                                                       | \$15 / per hour |

## Riverside Catering Services

Fee for catering services, negotiated with the Riverside Kitchen Team: \$ \_\_\_\_\_

## **Kitchen Rentals for Caterers**

The kitchen at Riverside is available for rental by caterers and value-added food producers for food preparation at \$25 per hour. *Users must have appropriate food service licenses and approval from Hood River County to operate in the Riverside kitchen. Applications are available on the Hood River County website or by contacting Ian Stromquist: [ian.stromquist@hoodrivercounty.gov](mailto:ian.stromquist@hoodrivercounty.gov) 541-387-7130*

**SUPPLIES & EQUIPMENT RENTAL**

| <b>ITEM</b>                         | <b>Cost per unit</b> |
|-------------------------------------|----------------------|
| 60” Round Dining Tables             | \$5.00               |
| 6’ Rectangular Tables               | \$5.00               |
| Dinner ware (dinner & salad plate)  |                      |
| Place setting-Fork, Knife, Spoon    | \$1.00               |
| Glassware-wine and/or water glasses | \$1.00               |
| AV Equipment                        | \$45.00              |
| Table Linens                        | \$5.00               |

| <b>RENTAL COSTS</b>                                              | <b>Qty</b> | <b>Cost</b> |
|------------------------------------------------------------------|------------|-------------|
| Kitchen Services (ie., food & beverage service)                  |            | \$          |
| Use of tables & chairs                                           |            | \$          |
| Use of Linens                                                    |            | \$          |
| Coffee service, \$1/pp (includes coffee, tea, sugar, half n half |            | \$          |
| Dinnerware (includes dinner & salad plate)                       |            | \$          |
| Flatware                                                         |            | \$          |
| Glassware                                                        |            | \$          |
| AV Equipment                                                     |            | \$          |
| <b>TOTAL COST OF RENTAL SUPPLIES AND/OR EXTRA SERVICES</b>       |            |             |

**Audio Visual Equipment**

The Riverview, Fireside and Ruth Wells room each have audio visual equipment for rent. Users must provide their own device for presentation over the monitor. The fee is \$45 per use and includes a large screen monitor, remote and power cord. If you should need an adapter, we encourage testing your device and its connection prior to your event.