

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 or lock box code 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. 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.
8. Smoking is NOT permitted inside any part of the church facility.

9. 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.
10. 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.
11. Only music related objects are permitted on the piano and organ. The organ may not be played without permission from the church office.
12. 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 Non-Member

Sanctuary \$400

Riverview Room \$200

Sound \$75

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	Full day	Capacity / (SF)
Sanctuary	\$125 (110)	\$175	150 (2590)
Riverview Room	\$100 (75)	\$175	80 (1656)
Fireside Room	\$50 (45)	\$75	20 (810)
Ruth Wells Room	\$50 (45)	\$75	15 (630)
Nursery	\$30 (25)	\$50	10 (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	Full day
Sanctuary	\$ 175 (150)	\$250
Riverview Room	\$ 125 (100)	\$250
Fireside Room	\$ 75 (65)	\$ 150
Ruth Wells Room	\$75 (65)	\$ 150
Classrooms/Nursery	\$ 45	\$ 115

Musician Use

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

Kitchen Rentals For Caterers

The kitchen at Riverside is available at \$25 per hour for rental by caterers and value-added food producers for food preparation. *Users must have appropriate food service licenses.*