



FACILITY USE POLICY

Church Facility Reservation Request and Agreement

The church's facilities are provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups promoting, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the Bible and the church's Statement of Faith [see Addendum]. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Senior Pastor or his official designee is the final decision-maker concerning use of church facilities.

This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart for use in service to God. (Col. 3:17)

Approved Users and Priority of Use

The Senior Pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their planned uses of the facilities are not publicly known to be in contradiction to the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must 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 written instructions by church staff.

Facility Use Hours

Facilities are typically available during regular office hours. Use outside these hours may be approved by the Senior Pastor or official designee.

Scheduling Events

Facility use requests shall be submitted to the church Business Administrator on the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the Senior Pastor or his designate approves the use.

Fees

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities. The fee will be determined by using a sliding scale based on the needs of the group while using church facilities (examples: kitchen, AV equipment, etc.).

Facility Use Guidelines

1. **Alcohol Policy:** No alcohol may be served in church facilities.
2. **Tobacco Policy:** The use of tobacco in any form anywhere inside the church building is prohibited. 3. Groups are restricted to only those areas of the facility that the group has reserved.
3. **Food and beverages** must be pre-approved on the Church Facility Reservation Request and Agreement Form.
4. **Church equipment**, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. **All lights** must be turned off and doors locked upon departure (Depending on the time of day the facility is used).
6. **Clean-up is the responsibility of the person or organization requesting use of the facilities.** Satisfactory clean-up means the room is left in the same condition as before the event was held. If satisfactory clean-up does not occur, the person or organization requesting use of the facility may be asked to pay a clean-up fee.
7. **Abusive or foul language**, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises immediately.
8. **Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.**

Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage.

All users must also sign a "Ridgewood Church Waiver of Liability and Hold Harmless Agreement".

ADDENDUM

RIDGEWOOD CHURCH AFFIRMATION OF FAITH

THE WORD OF GOD:

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

THE TRINITY:

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

GOD THE FATHER:

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of people, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ.

JESUS CHRIST:

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

THE HOLY SPIRIT:

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that the Holy Spirit is an abiding helper, teacher and guide.

REGENERATION:

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

THE CHURCH:

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of a local church the primary task of giving the Gospel of Jesus Christ to a lost world.

CHRISTIAN CONDUCT:

We believe that a Christian should live for the glory of God and the wellbeing of his fellowmen; that a Christian's conduct should be blameless before the world; that he should be a faithful steward of his/her possessions; that he/she should seek to realize for himself and others the full stature of maturity in Christ.

THE ORDINANCES:

We believe that our Lord Jesus Christ has committed two ordinances to the local church, baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

RELIGIOUS LIBERTY:

We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

CHURCH COOPERATION:

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference exists, and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary independent basis.

THE LAST THINGS:

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

FEES

Room & Staffing	Fees
Sanctuary (RWC technician required for audio/video needs-see rates below))	\$200
Café/Foyer Area	\$ 50
Class Rooms (Does not include set-up)	\$ 25
Kitchen (RWC kitchen coordinator required-see rates below)	\$100
Gym (Contact office for set-up fee)	\$ 40
Kitchen Coordinator (per hour) **	\$ 30
Sound Tech (per hour) **	\$ 30
Video Tech (per hour)**	\$ 30
** Must be Ridgewood Staff approved in advance	
Rates are subject to change. Additional fees may apply for staffing if request is outside of office hours and if additional cleaning/set-up is needed.	

Facility Use Information Sheet General Information

1. Individuals or groups who wish to use the church facility must fill out a Room Request Form. All information on the Request Form must be completed before the request is processed. Ridgewood reserves the right to deny access to any group.
2. Rooms and/or space are assigned based on availability and suitability. Priority for assigning space, when conflicts exist, is based first on ministry needs, then on requests by regular attendees and finally outside groups/individuals. Scheduling of non-Ridgewood Church events requires the sponsorship of a pastor, a member of the Board of Stewards or staff member.
3. A **Certificate of Liability Insurance** listing Ridgewood Church as the Certificate Holder is required for non-Ridgewood Church events and must be on file in the Business Administrator's office.
4. In the event of an emergency or funeral, Ridgewood reserves the right to move the event to another location, if available, or cancel the event altogether.
5. Generally, the facility will not be available on holidays or the day immediately preceding or following the holiday.
6. Ridgewood equipment, including, but not limited to, tables, chairs, audio video equipment, are subject to availability and approval and must be included in the Facility Request form.
7. The size of the group shall not exceed the standards established by the Minnesota State Fire Marshal for the space that is utilized.
8. The individual who signs the room request is responsible for the conduct of the participants.
9. Ridgewood is not legally responsible for the misconduct of participants at an event not sponsored by Ridgewood. Any non-Ridgewood group will be responsible for all liability arising from the event and will provide a certificate of insurance and name Ridgewood as an insured.
10. Any non-Ridgewood group damaging equipment or facilities will be responsible to pay for repairs or replacement of the same.
11. Ridgewood is not responsible for stolen articles or any bodily injury taking place on church property.
12. Events must be scheduled to conclude no later than 10 p.m. unless requested and approved when the Room Request is made.
13. Guns, Illegal drugs and Alcohol are not permitted anywhere on Ridgewood property. Smoking is not permitted in the facility or within 50 feet of the building.
14. Children must not be left unsupervised. Events wishing to use childcare must be requested and approved with the Facilities Request form. *Under no circumstances can the nursery or other children's rooms be used without approval.*
15. Use of the facility is restricted to those areas requested and approved. No oil based paint, flammable liquid, fire producing chemicals or open flames in any form may be used on the property, including candles, without prior approval.
16. Ridgewood will not provide storage for the property of outside groups using its facility or be responsible for it.
17. The requesting party is expected to leave the rooms and/or space in the same condition or better than it was prior to use.
18. Equipment may be brought into the facility for use only after being approved by the facilities manager.
19. Equipment owned by Ridgewood is not to be removed from the premises without written approval.
20. Animals cannot be brought into the facility, except for working/guide dogs.
21. Use of the grounds for outdoor activities must be requested and then approved by the Facilities Manger. This includes camping, parking lot usage, campfires, etc.
22. It's the responsibility of the person requesting the use to assure that all members of the group are aware of all policies pertaining to the usage and comply with them.

Ridgewood Café




1. The Café is subject to random inspection by the Health Department. It's imperative that this area be maintained according to the policies defining the use of the area and equipment. Failure to do so may result in the church being fined or Café operation suspended.
2. A Room Request Form must be submitted for the café area even if it is only being used for serving.
3. Tables and chairs can be repositioned within the area but cannot be removed.
4. The café sink is for hand washing and coffee carafe rinsing only. It cannot be used for food preparation. The sink opposite the café counter also cannot be used for food preparation.
5. If the work area behind the counter is to be used a trained Café Volunteer must be present. Arrangements can be made at the time the room request is turned in.
6. Health Department rules do not allow food to be served from the counters in the Café. Separate serving tables are required.
7. All areas must be cleaned. Spills must be cleaned immediately to avoid stains. Nothing can be left on the café counters or tables when the function is done.
8. All garbage must be emptied and taken to the dumpster in the south parking lot.

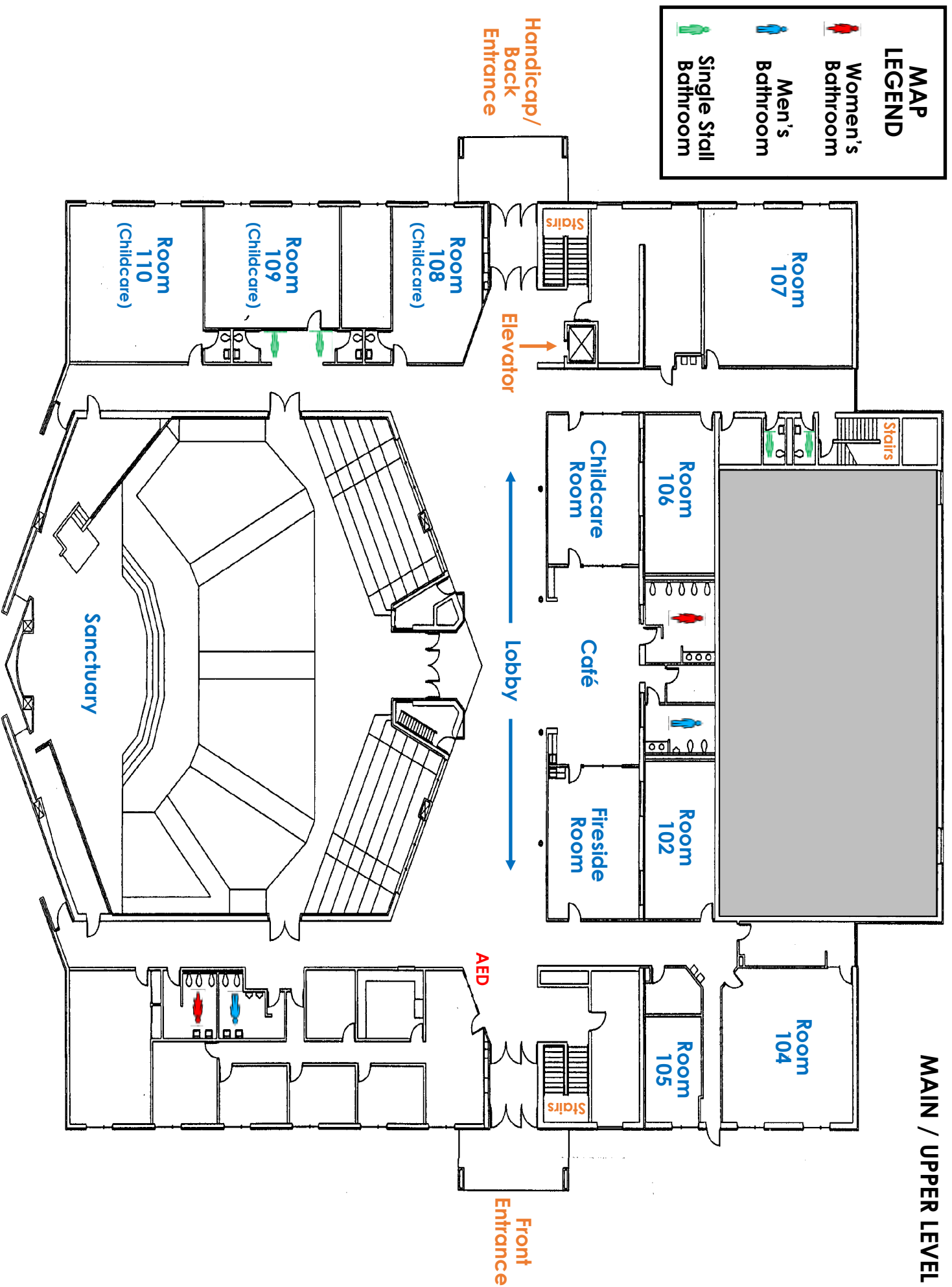
Kitchen Use

1. The kitchen and related pantry and storage areas are subject to random inspection by the Health Department. It's imperative that these areas be maintained according to the policies defining the use of the area and equipment. Failure to do so may result in the church being fined or kitchen operation suspended.
2. Individuals or groups wishing to use the kitchen must fill out a Room Request Form. (See general information section).
3. If you are unfamiliar with the operation of the equipment that will be used such as the ovens, dishwasher, mixer, coffee maker, etc, arrange for instruction prior to use. If needed, arrange for the assistance of a Kitchen Coordinator.
4. Hand washing is mandatory before handling food. The sink across from the dishwasher is designated for Hand Washing only. Food preparation cannot be done in this sink.
5. Hair restraints (hairnets) must be worn.
6. Personal items should not be present in the kitchen area. Lockers for storage of these items are located in the Pantry.
7. You must observe and comply with informational signs that are located near all sinks, counters and equipment.
8. Items should not be placed in the refrigerator or freezer more than one day prior to an event. All items must be marked with the date opened and the name of the event or individual. All items, except ongoing ministry items, must be removed within 24 hours of the completion of the event. Ongoing ministry items can be stored up to two weeks. Items not marked or older than two weeks will be disposed of.
9. The kitchen must be left clean, all items put away and equipment turned off before leaving. This includes, but is not limited to:
 - Clean all appliances and surfaces with soap and water and then dry.
 - All items used must be washed, dried and put away according to washing and storage procedures. Items cannot be left in sink area to air dry.
 - Use the dishwasher for all stainless steel, china and flatware. Wash and rinse all other items in the sinks designated for dishwashing. Follow the posted procedures for the dishwasher and sink.
(NOTE: If you do not know how to use these items you must contact a kitchen coordinator for instruction or supervision)
 - The coffee urn can be used in accordance with the instructions posted in the urn area. It must be cleaned after use and the temperature setting must be set back to #5.
 - Coffee Carafes should be rinsed thoroughly and the outside dried after use. Lids should be rinsed, dried and placed on the counter. Do not put and stickers or tape on the coffee carafes or lids!
 - The floor must be swept and mopped.
 - All garbage and rubbish must be bagged and taken outside to the dumpster in the south parking lot. Extra garbage can liners are located on top of the storage cabinets inside the pantry. Do not leave garbage containers uncovered.
 - You must provide your own linens for drying.
 - Cloth items must not be left hanging or drying on surfaces in the kitchen. Do not leave your drying towels in the kitchen or they will be discarded.
10. When you leave the kitchen area:
 - Make sure all appliances are off, the burners on the stove are completely off, the hood is off, all the ovens are off and the dishwasher wash shut off according its procedure.
 - All the lights are turned off.
 - Both doors are locked.

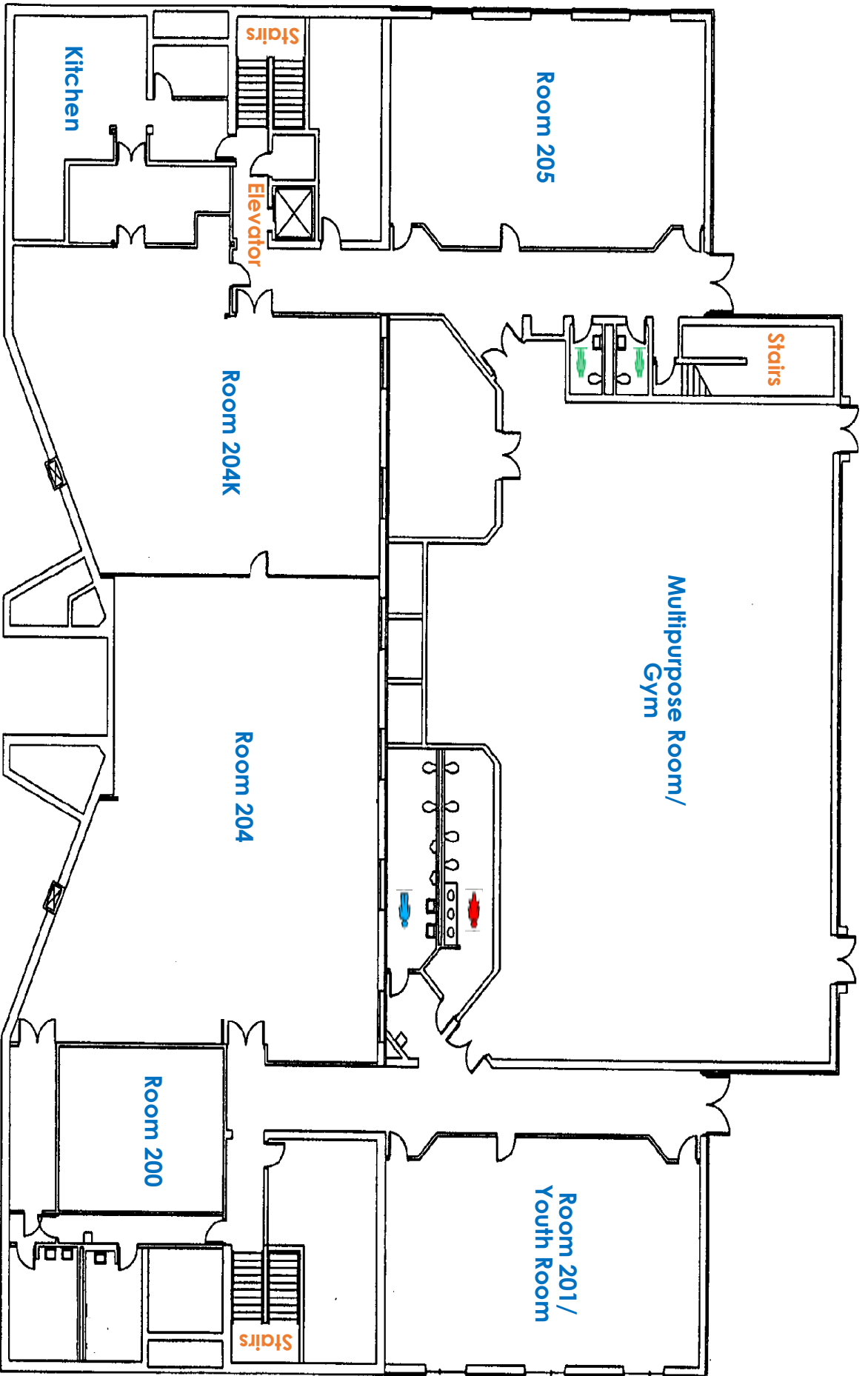
MAIN / UPPER LEVEL

MAP LEGEND

-  Women's Bathroom
-  Men's Bathroom
-  Single Stall Bathroom



LOWER LEVEL



Ridgewood Church Facility Reservation Request & Agreement

Please print clearly

Name of Person/Group or Organization: _____

Contact Information:

Address: _____

Daytime Phone Number: _____

Email: _____

Website (If group or organization): _____

If the requested use is not affiliated with a Ridgewood church ministry, please briefly state the purpose and mission:

Description of Event:

Date(s) Requested for Use: _____

Time area is needed (include set-up/clean-up time) From: _____ AM / PM To: _____ AM / PM

Actual start time of event: _____ AM/PM Actual end time of event: _____ AM/PM

Circle the rooms you are requesting. Please see the attached information for Facility cost and suggested donation per room.

MAIN LEVEL

Sanctuary*	Classroom 102	Nursery 106 **
Fireside Room	Classroom 104	Nursery 108 **
Library	Classroom 105	Nursery 109 **
Prayer Room	Classroom 107	Nursery 110 **
Foyer/Café		

* Sanctuary Sound/Video Equipment requires Ridgewood Church trained ministry staff to operate.

**SPECIAL PERMISSION IS NEEDED IN ADVANCE for Childcare Rooms on First Level. Childcare workers must be prior approved with a current RWC background check on file.

LOWER LEVEL

Kitchen	Classroom 200	Classroom 201 (Youth Room)
Classroom 204	Classroom 205	Multipurpose Room/Gym

Circle the Resources you are requesting. Some Resources may require a fee – please confirm with office prior to submitting form.

Technology

Projector (Includes Sound, DVD Player)	TV/DVD Player	Portable Sound
Portable Microphone		

Tables & Chairs

Specify how many of each that is needed

Large Round (seats 8-10) _____	Small Round (seats 6-8) _____	Seminar _____
Rectangular _____	Chairs _____	

Additional Information: _____

Diagram of Room Set Up

It is important to orient the room by doors, windows, etc.

Office Use Only

Date Received _____

Insurance Certificate of Liability _____

Facility Use Policy Pkt. Approved _____

Scheduled on Calendar _____

Deposit Rec'd \$ _____ Date Rec'd _____

Room Fee Total \$ _____ Date Rec'd _____

Recurring events – Monthly Room Fee (prior approval) _____

Key # Assigned _____

Ministry Position if needed _____

Ministry Position Fee \$ _____

Notes:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts the Bible or the church's Statement of Faith nor by persons or groups promoting beliefs that contradict the church's faith (See Addendum).
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the Bible or the church's Statement of Faith. I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I understand that upon approval of my facilities use request, I will need to provide:
 - a. A security deposit in the amount of 25% of total fees for room use.
 - b. A certificate of insurance
 - c. Any other fees required by the church.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to pastoral approval or that of his official designee, which is conditioned in part on my agreement to the requirements in the "Ridgewood Church Facility Use Policy," a copy of which I have read.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through the use of Christian principles in a mediation process.

Participant Signature: _____

Name Printed: _____

Date: _____

Approved: _____

Date: _____

Room Fee: \$ _____

Deposit: \$ _____

RIDGEWOOD CHURCH

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration for receiving permission to use _____, ("the facility") on _____ I hereby release, waive, discharge and covenant not to sue the RIDGEWOOD CHURCH, its officers, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while renting the facility, or while in, on or upon the premises where the rental is being conducted, while in transit to or from the premises, or in any place or places connected with the rental of the facility. 2. I am fully aware of risks and hazards connected with being on the premises and participating in the rental of the facility, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the rental of the facility, and I hereby elect to voluntarily rent the facility, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a renter of a RIDGEWOOD CHURCH facility, whether caused by the negligence of releasees or otherwise. 3. I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur due to my rental of the facility, whether caused by the negligence of any or all of the releasees, or otherwise. 4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees. In signing this release, I acknowledge and represent that: A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed; B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made; C. I am at least eighteen (18) years of age and fully competent; and D. I execute this Release for full, adequate and complete consideration fully intending to be bound by same. In witness whereof, I have hereunto set my hand and seal this _____ day of _____, _____

Participant Signature: _____

Name Printed: _____

Witness Signature: _____

Witness Name Printed: _____