

Facility Use Guidelines

1. Ministry Specific Space
 - Prayer Chapels - Can be scheduled for prayer groups only.
 - We encourage people to use all the prayer chapel rooms whenever they want a place to pray, but ask that they check the posted schedule to be sure another group is not already scheduled.
2. Kitchen/Cafe
 - See [Kitchen Use Policy](#)
3. All Other Space
 - Priority, generally, will be given first to Two Rivers Church ministry, then to members.
 - External groups will be scheduled after approval.
4. Parking Lot
 - Leaving vehicles overnight is discouraged. You may do so at owners' risk.
 - If you have a need to do so, inform the Facilities Director.
5. Weddings
 - See our [Wedding Policy](#)
 - [Wedding Request Form](#)

Office Hours

- Monday - Thursday 9:00 AM – 5:00 PM
- Friday 9:00 AM – 2:00 PM
- Saturday & Sunday Closed
- Holidays Closed

Facility Event Hours

- Monday - Friday 8:00 AM – 10:00 PM
- Saturday 8:00 AM – 1:30 PM (Worship Center - no stage clearing)
8:00 AM – 12:00 PM (Worship Center - stage clearing)
8:00 AM – 10:00 PM (Wedding Ceremonies in Student Center must conclude before 5 PM or begin after 6:30 PM to avoid confusion with our regular Saturday night service.)
8:00 AM – 4:00 PM (Ministry based events)

Room Preparation & Clean Up

All events, with permission from the Facility Director, are able to set up for their own event with a 2RC host present. Tear down and clean-up will be done by the church based on Room and Service fees (see below).

Facility Decorating Policy

- Any plan to change, add or take away from facility walls, décor, ceilings, signage, or flooring must be submitted and approved by the Facilities Director before any implementation of plan.
- 3 M tabs are the only approved way to hang anything. NO TAPE anywhere.
- Use of glitter, confetti and flower petals are prohibited.
- Church Décor (plants, trees, etc.) should not be moved.

Animal Policy

- Other than service dogs, no animals are permitted in the building.
- Exceptions may be made on a case by case need. All such requests need to be cleared by the Facilities Director, and if approved animal must remain in a cage.

Children at Two Rivers

- Children's Ministry is a part of our normal Sunday morning programming.
- At no time are children to be left unattended.
- All children should remain in room with parent or in a childcare room and not allowed to roam the hallways.

Smoking or Drinking

- Two Rivers Church desires to have a smoke free environment. Smoking is not permitted inside the building or within the immediate vicinity of any entryway.
- No consumption of alcoholic beverages or use other controlled substances is allowed anywhere on Two Rivers Church property.
- People under the influence will be asked to leave.

For members of Two Rivers Church or regular attendees (**no rooms fees apply)

- Business, professional, commercial events..... Not Permitted
- Family (reunions, dinners, receptions)..... Fees apply**
- Music recitals & concerts..... Fees apply
- Weddings (see Wedding Policy)..... Fees apply**
- Wedding Receptions..... Fees apply

For Non-Members

- Business, professional, commercial events..... Not Permitted
- Family (reunions, dinners, receptions)..... Not Permitted
- Musical recitals, concerts & banquets Fees apply
- Colleague congregations & other non-profits..... Fees apply