

Facility Use Guidelines

- 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.
- Kitchen/Cafe
 - See [Kitchen Use Policy](#)
- All Other Space
 - Priority, generally, will be given first to Two Rivers Church ministries and then to members.
 - External groups will be scheduled after approval via Planning Center Resources.
- 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.
- 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 – 12:00 PM (Main Building)
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 facility reservations/events must be submitted and approved through the proper process within Planning Center Resources.
- 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.
- 3M Hang Tabs are the only approved way to hang anything. **DO NOT** use any form of tape anywhere.
- **Use of glitter, confetti and flower petals are prohibited.**
- Church décor (plants, trees, etc.) should not be moved.
- Take **ALL** decorations, flowers, or greenery used for the event with you. Please **DO NOT** leave for the church.

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 or on a leash.

Children at Two Rivers

- Children's Ministry is a part of our normal Saturday evening and Sunday morning programming.
- Childcare is not provided for any internal or external event except for Tuesday morning women's bible study groups and regular weekend services.
- Per our insurance policy anyone watching children on site must be fully vetted by Two Rivers as well as training and background checks.
- At no time are children to be left unattended or 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.
- The consumption of alcoholic beverages or use of other controlled substances is NOT allowed anywhere on Two Rivers Church property.
- People under the influence will be asked to leave and are subject to criminal charges.

For the use of our facilities we charge fees to recover utility costs, cleaning costs, insurance and administrative costs and any additional costs not covered by normal operations. Fees are based on a minimum rental session of four hours, set up, tear down, clean up, host and A/V tech needs. A 50% deposit is required when your event is "confirmed" with the remaining amount due before the event. If the event runs over the minimum session, additional per hour costs will apply.

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

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

For Non-Members

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|---|---------------|
| • 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 |
| • Wedding Receptions | Fees apply |

Definitions

Banquet Seating – 60” round tables with 8 chairs each

Room Fee – this is the cost to rent the specific room(s)

Host Fee – this is the cost of a church representative to be present at the event

A/V Tech Fee – this is the cost to have a staff tech member present to run audio, video, lights, or camera

Custodian Fee – this is the cost for set up and clean up for the event