

## Facilities Use and Reservation

We are happy to allow you the use of Two Rivers Church's facilities, which God has graciously put in our care. It is our ministry to serve you to the best of our ability in facilitating your event. We do this by providing the following support for all Two Rivers Church campuses.

1. Professional and on-time setup for events
2. Protection and maintenance of facility assets
3. Quality environmental and climate control maintenance
4. Timely scheduling and coordination of events
5. Facility security and safety assurance

Please read and understand the following requirements before completing your facilities request form.

### WHO CAN USE THE FACILITIES?

Priority is given to events in the following order:

- Official church events (services, ministry events, small groups, church-sponsored events, etc.)
- Events sponsored and attended by active members or regular attendees of Two Rivers Church. These events may include weddings, receptions, showers, parties, dinners, reunions, etc.
- Personal events sponsored by all other persons or community organizations. These events may include graduations, banquets, recitals/concerts, non-profit or community groups, weddings, receptions, parties, etc.
- Use for business. As a spiritual and community organization; business, professional, and commercial events are not permitted at Two Rivers Church.

The leadership of Two Rivers Church reserves the right to reschedule certain events for those of greater priority to the church — with proper notice (although we do not intend to take advantage of that right.) In the case of any facilities use request, the leadership of Two Rivers Church reserves the right to make the final determination as to whether or not usage may be authorized. Individuals renting space must be 21-years and older.

### HOW DO I RESERVE SPACE?

Use of any part of Two Rivers Church property, inside or outside space and/or equipment, must be requested and coordinated in advance with the Facilities Director. Two Rivers Church staff and ministry leaders should use the Planning Center Calendar to make their request. The reservation calendar can be found at <https://calendar.planningcenteronline.com/>.

Active members, regular attendees, and community members must request space by submitting a "Facilities Use Request" online at <https://2rc.tv/facilitiesrequest/>.

All requests should be made at least TWO WEEKS prior to your event, although we would prefer as much notice as possible. Any request made within two weeks of an event will be accommodated as much as possible but cannot be guaranteed.

All requests will be processed in order of receipt except for Two Rivers Church ministry events, which take precedence over non-ministry events. All events will be confirmed via email from the Facilities Director in a timely manner. A submitted request is not a guarantee that we will be able to fulfill your request.

Once the event has been approved, you must sign the [Facilities Use & Waiver of Liability Agreement](#), provide a certificate of insurance, and make a 50% deposit (or whole amount) to hold the reservation. Payments accepted are cash, check (payable to Two Rivers Church), money order or online via credit card. Once these items have been received, your event will be officially reserved.

### Facilities Event Hours

Monday - Friday	All campus building 9:00 AM – 9:00 PM
Saturday	Worship Center & River Room 9:00 AM – 12:00 PM <ul style="list-style-type: none"><li>Worship Center &amp; River Room may not be reserved for weddings on a Saturday.</li></ul> Student Center Only 9:00 AM – 4:00 PM <ul style="list-style-type: none"><li>Wedding ceremonies in the Student Center must conclude and the building vacated before 5:00 PM.</li></ul> Shed Only 9:00 AM – 9:00 PM
Sunday	Church & ministry-based events only.

### Facilities Use Fees

**Facilities Use Fees** - 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, and includes set up, tear down, clean up, staff host as well as tech & production needs. If the event runs over the minimum session, additional per hour costs may apply.

- There is no charge for a Two Rivers Church ministry or church sponsored event.
- Events sponsored by Two Rivers Church members or regular attendees may be eligible for a 50% reduction in facilities use charges. (Excluding weddings; see below) Use of the church kitchen will incur additional charges.
- Community events, non-Two Rivers Church groups or individuals are subject to the minimum rental session fees of a four-hour event. (Excluding weddings; see below) Use of the church kitchen will incur additional charges.

The Two Rivers Church staff reserves the right to adjust or waive facilities use fees based on individual events and/or circumstances.

**Weddings** - Individual fees for weddings and receptions vary based on the venue. A 50% deposit for the wedding and reception is required at the time of reservation confirmation. The remaining 50% deposit is required two weeks prior to the wedding. Use of the church kitchen for a rehearsal dinner or wedding reception will incur additional charges and must follow the Kitchen Use Policy (see below).

### [Two Rivers Church Wedding Policy & Guidelines](#)

## **Facilities Use Policy & Guidelines**

**Room preparation & clean-up** - Please leave the facility in a condition better than that in which you found it. We employ a setup & teardown team as well as a cleaning crew to help in making your event go as smooth as possible. All events, with permission from the Facilities Director, are able to set up for their own event with a Two Rivers host present. Teardown and clean-up will be done by the church teams based on room and service fees.

**Parking** - All of the church parking spots are available for any event at the facility. Additional parking is available at the Shed and adjacent bank building (which we own). Leaving vehicles overnight is discouraged. Doing so is at owners' risk. If you have a need to do so, please inform the Facilities Director.

**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 the animal must remain in a crate or on a leash.

**Smoking/Alcohol** - Two Rivers Church is a smoke-free environment. Smoking or vaping 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.

### **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 these items for the church.

### **Childcare**

- 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 Church. Individuals must also be trained and have completed a background check.
- At no time are children to be left unattended or allowed to roam the hallways.

## **Kitchen Use Policy**

The kitchen is available for Two Rivers Church events as well as most outside events but must be scheduled through the Facilities Director or Kitchen Coordinator.

### **Kitchen Fees**

- A host is required to be present while the kitchen is in use. Host fees apply.
- The fees listed below must be paid in advance and are in addition to other fees in the Facilities Use Policy.

#### **For Members or regular attendees:**

Kitchen (Limited Use) – No use fee

Kitchen (Full Use) – \$100.00 use fee

#### **For Non-Members or outside events:**

Kitchen (Limited Use) – \$100.00 use fee

Kitchen (Full Use) – \$200.00 use fee

**Limited Use:** This includes the use of refrigerator(s), ice machine and counter space to organize and issue food. Preparation or heating of food is not permitted. Use of church pots, pans, utensils etc is not permitted. Meeting with the Kitchen Coordinator is required to cover cleaning and other responsibilities in accordance with the Kitchen Checklist.

**Full Use:** This provides for full use of our kitchen and equipment. Heating up or preparing a full meal is authorized only in conjunction with the Kitchen Coordinator. Meeting with the Kitchen Coordinator is required to cover cleaning and other responsibilities in accordance with the Kitchen Checklist. Proper operation of the kitchen and equipment will be directed by the Kitchen Coordinator but is not the Kitchen Coordinator's responsibility.

### **Kitchen Checklist**

Groups handling any food in the kitchen, even just cookies on trays, must follow safe food handling guidelines. Please wash your hands and wear gloves when handling food and drinks. Groups must also complete the kitchen checklist (see below) and leave on the kitchen counter.

### **Kitchen Equipment**

Kitchen equipment (utensils, serving dishes etc.) are not to be taken from the building. All equipment is expected to be returned to the kitchen, cleaned, and put away when function is over. When refrigerator/freezer storage is needed, available space will be designated by the Kitchen Coordinator prior to the event.

### **Pantry Use**

The pantry is to be used by Two Rivers Church ministries only.

### Use of kitchen

- Kitchen will be locked at all times.
- One group will be scheduled at a time.
- Scheduled groups will be given access to the kitchen by their host.
- Scheduled groups should not give access to another group/individual.
- Food stored in the kitchen before an event must be labeled.
- Food leftovers in the kitchen/refrigerator/freezer will be thrown away after 3 days.

### Kitchen Checklist

Use the appropriate cleaning agents, rags, and towels provided. Leave the completed checklist on the kitchen counter before you leave. If you have any questions, please ask your host.

- Wash all dishes, utensils, and pans used.
- Return all dishes, utensils, and pans back to appropriate storage space.
- Clean all countertops, sinks, & equipment.
- Turn off ovens, stove, exhaust fan, and holding cabinets.
- Turn off the dishwasher.
- Take trash out to the dumpster.
- Put new, clean trash bags in the trash cans.
- Sweep the floor.
- Place dirty linens, towels, & rags in the designated hampers.
- Take ALL leftover food & drinks with you.
- Leave the kitchen clean and in good order.

### Church Contacts

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