

Red Bluff Vineyard Church Facility Use Policy

Red Bluff Vineyard's facilities were 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.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings which are summarized in, among other places, the Vineyard Statement of Faith. 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 restricted facility use policy is necessary for two important reasons. First the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that Vineyard Church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col 3:17).

USERS & PRIORITY OF USE

The pastors or official designee must approve all use of church facilities. Generally, priority shall be given to Red Bluff Vineyard 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 the beliefs and practices and planned use of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" section at the bottom of this form as well as our legally binding [Building Facility Use Agreement](#).
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 instructions by church staff.

HOURS, SCHEDULING, & FEES

Facilities are available between the hours of 9 am. and 7 pm. Use outside these hours may be approved.

Facility use requests shall be made to the Red Bluff Vineyard office (530-527-2449). The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

To pay for the upkeep of church facilities use is subject to a use and maintenance fee. A schedule of the fees is available below. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings but will need to pay any applicable personnel fees (e.g., janitorial and/or sound).

FACILITY USE GUIDELINES

- 1.** Smoking Policy: smoking in any indoor church facility is prohibited. We ask that those who smoke to please refrain from smoking any closer than 30 ft. to an entrance, and to use the provided cigarette butt container available.
- 2.** Groups are restricted to only those areas of the facility that the group has reserved.
- 3.** Children are not allowed to roam the facility unsupervised. Children under 18 must be accompanied by an adult at all times.
- 4.** Food and beverages are allowed in classrooms, worship space. Please use lids with beverages, and take precautions to prevent spills and accidents.
- 5.** Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event. No equipment on the stage is to be moved or used without prior permission. No one is allowed on stage unnecessarily.
- 6.** Sound and lighting and musical equipment requires the use of an authorized, trained Red Bluff Vineyard Church technician or musician.
- 7.** Church office equipment may not be used without permission, and never for personal use. This includes computers, copiers, etc.
- 8.** All lights must be turned off and doors locked upon departure. A/C or heat turned Off.
- 9.** Clean-up is the responsibility of the group using the facility. The church includes a cleanup and janitorial fee to provide for cleaning of the facility (such as floor mopping etc.) that falls outside normal event cleanup. A Checklist will be provided at the signing of your contract.
- 10.** 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.
- 11.** Any person or group must sign this document in agreement prior to reservation of church facilities.

FACILITY RESERVATIONS & FEES

Red Bluff Vineyard Church is pleased to make our facilities and professional team available to our community of Faith and our community in Red Bluff whenever possible. To schedule facilities and officiating pastors for celebrations such as weddings and vow renewals, begin the process by contacting the church office (530-527-2449 or info@redbluffvineyard.church).

FACILITIES SCHEDULE AND USE:

1. Use of our facilities depends on availability and approval. As availability is limited please request early for approval of your dates and needs.
2. Our campus has two primary meeting spaces to reserve: Main Auditorium, and the Vineyard Cafe. Adjacent Rooms can be reserved at no charge for changing, transitional rooms, and/or childcare.
3. Rooms are reserved as four-hour initial use. Additional hours are reserved for use outside this four-hour block. Events must end by 9pm.

FACILITY FEES

	First 6 Hrs.	Each Addl. Hr.
Main Sanctuary ¹	\$400	\$100
Café & Kitchen ²	\$200	\$50
Classrooms ³	N/A	N/A

1 Standing set up. Fees may apply for changing stage set-up.

2 Tables and chairs included.

3 Included w/ cost for Main Sanctuary or Café & Kitchen.

PERSONNEL & PROFESSIONAL FEES

Officiating Pastor	On Campus	\$200	
Officiating Pastor	Off Campus	\$300	
Church Representative ¹		\$100 (first 6 hrs.)	\$25/hr. additional
Media Technician ²		\$100 (first 6 hrs.)	\$50/hr. additional
Custodian ³		\$50 (first 2 hrs.)	\$25/hr. additional
Security		\$50 (first 2 hrs.)	\$25/hr. additional

1 Required for on-campus events.

2 Required for sound equipment use. This person *may* be the Church Representative in certain situations based on availability.

3 Required for on-campus events.

4 Required or written proof of completion from home church pastor.

Building Clean Up Checklist for Cafe and Kitchen:

- All trash removed and placed in dumpster outside. Make sure dumpster is locked after use.
- All dishes, utensils and cookware washed and put away. Items to be washed in hot, soapy water. Rinsed in hot water with bleach to disinfect (1TB bleach per 1 Gallon hot water) and dried.
- Countertops and tables wiped and cleaned.
- Floor swept and mopped with hot water and vinegar only.
- A/C or Heat turned OFF.
- All tables and chairs returned to original location and room set back up for Kids Church.
- Any food leftovers removed.
- Any paper products etc put back where they belong, not left on countertop.
- Vacuum as needed.

Building Clean Up Checklist for Sanctuary:

- Return chairs and furniture to original positions.
- Vacuum as needed.
- Empty all trash cans / bins.
- Turn off lights.
- Turn off air-conditioners / heaters.
- Turn off ceiling fans.

Building Clean Up Checklist for Classrooms:

- Return chairs and tables to original positions.
- Vacuum as needed.
- Empty all trash cans / bins.
- Turn off lights.
- Turn off air-conditioners / heaters.
- Pick up toys as needed.

Church Facility Reservation Request and Agreement

Name of Organization: _____

Name of Representative: _____

Phone: _____

E-Mail: _____

Date of Event: _____

Hours Requested: _____ (including set-up and clean-up)

Rooms Needed (circle those that apply): Main Sanctuary / Café & Kitchen / Classrooms.

Signature of Representative

Date

INTERNAL OFFICE USE ONLY (please do not fill out)*

Scheduled Officiating Pastor: _____.

Scheduled Church Representative: _____.

Scheduled Media Technician: _____.

Scheduled Custodian: _____.

Who needs to be made aware of event: _____.

Rooms needed: _____.

*These people are primary contact and responsible.