

WEDDING FEES

Riverside Presbyterian Church makes every effort to assist in limiting the cost of your wedding. Weddings, however, involve some extra services which the church is unable to underwrite. If, in the opinion of the officiating pastor, circumstances warrant it, the pastor may on rare occasions authorize the waiver of some of the following fees.

	Non-Members	RPC Members	New Life
Security Deposit	\$300	\$300	\$300
*Clergy	\$350	\$125	
Music Director	\$200	\$150	
Minister of Music with guest musicians	\$250	\$200	
Soloist from RPC List	\$75-\$150	\$75-150	
Custodial Services	\$75	\$75	
Use of Sanctuary	\$350	\$100	\$250
Use of Social Hall for Reception with kitchen	\$80/hr.	\$40/hr.	\$80/hr.
Use of Social Hall for Reception without kitchen	\$50/hr.	\$25/hr.	\$50/hr.

A deposit of \$300 is required for the scheduling of weddings. This amount will be used for the security deposit referenced above and will be refunded after the wedding provided no harm has been done to church facilities. **Weddings are not on the church calendar until this deposit has been received.** Checks should be made out to Riverside Presbyterian Church.

The remaining balance of all fees should be paid by a check made out to Riverside Presbyterian Church **four weeks prior to the date of the wedding.**

If, the wedding is canceled by the wedding party less than four weeks from the scheduled date, the deposit is non-refundable.

Building Use Policy
Riverside Presbyterian Church
116 Barrypoint Road Riverside, Illinois, 60546, 708-447-1520

Riverside Presbyterian Church (RPC) facilities are available to non-profit, communitybased organizations, educational, charitable, recreational and similar groups when such use does not interfere with RPC functions. The use of RPC facilities for church related functions has precedence over all other users. The use of RPC facilities requires the written permission of the church staff (Administrative or pastor). All forms necessary for facilities use are available on the church website or from the church office.

REGULATIONS FOR USE OF THE BUILDING

1. No smoking. The building and grounds are a no smoking area.
2. No alcohol may be consumed in the building or on church property by outside groups.
3. The facility is only to be used during the times specified on the application.
4. Users will leave the facility clean and orderly, turn off lights, close windows, and lock doors.
5. Heating and air-conditioning controls are not to be adjusted.
6. No posters or signs may be posted anywhere in the building without the express permission of the Pastor.

GYM REGULATIONS

1. Only athletic shoes or soft-soled shoes may be worn in the Gym
2. Food, drink, gum, smokeless tobacco, and any other expectorant may not be used or brought into the Gym. Bottles of water are the sole exception to this rule.
3. Spitting is not permitted.

APPROVAL OF AGREEMENT

The Church Office Staff may approve single use applications when:

1. The applicant is 21 years of age or older.
2. The proposed usage is in compliance with all the terms of this policy.
3. The requested date is not on a Sunday or church holiday.
4. An application for the use of church facilities has been completed and signed (the signed application includes the user's acceptance of usage fees).
5. A security deposit has been paid.
6. An indemnity, waiver, and release agreement has been completed and signed by the user

Agreements for recurring events and agreements seeking extraordinary circumstances will be reviewed by the Board of Trustees at its regularly scheduled meeting or via email.

Agreements for building use on a Sunday must be approved by the Pastor. Ordinarily, the building may not be used on the following religious days: Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Pentecost Sunday, Christmas Eve, Christmas Day.

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Agreements for using the RPC sanctuary are approved by the Pastor. Ordinarily, the Sanctuary is not available for use by outside organizations.

RPC reserves the right to refuse the use of church facilities to anyone. Under extraordinary circumstances usage of RPC, facilities may be terminated immediately without cause.

Usage agreement signers for a group or association are responsible for making sure that each member understands and complies with the provisions of this Policy.

The Trustees will provide a yearly report to Session detailing recurring event agreements.

SECURITY DEPOSITS AND FEES

All building usage for committee meetings, church sponsored groups or ministries shall not be required to pay any fees (unless otherwise noted by Trustees or the Session who may require Church Sponsored groups to reimburse the church for building use). These groups include but are not limited to Men's & Women's Forum, Monday Night Volleyball, RPC Preschool, Women's Investment Group, Boy Scouts of America.

All other building usage requires a security deposit, key deposit, and rental fees, which are included on a separate fee schedule. If an event goes beyond the reserved time, additional fees will be applied.

When an ACTIVE church member request use of the building for a function the member shall pay half of the security deposit and rental fee and shall pay a full key deposit. The church member assumes all responsibility for making sure policies are followed. The church member agrees to be present at all times for the event.

Consult the Wedding Policy and Funeral Policy for exceptions and other provisions.

KEY AGREEMENT

All keys to church facilities are the property of RPC and may not be duplicated. The office staff maintains a current list of key assignments. Assigned keys are considered to be on loan and persons who are assigned a key assume responsibility for any unauthorized use of the key.

The individual who has signed a usage agreement on behalf of a group, and to whom a key has been assigned, must be present in the building during the entire time of the group event.

The individual who signed the usage agreement may make arrangements with the office staff to pick up a key. Return the key in the office dropbox after the event. When keys are not returned within 24 hours after an event, the user shall forfeit the entire security deposit.

Riverside Presbyterian Church
CHURCH FACILITIES and USAGE AGREEMENT

Name of Individual or Group Applying: _____

Name: _____

Address: _____

Phone: _____

E-mail: _____

Single Use Date: _____ Time: _____ to _____

Multiples Uses Day(s): _____ Time: _____ to _____

From: _____ To: _____

Room(s): _____

Purpose of Use: _____

Fee: _____

Key:

Will you require a key? Yes No

Key Type and # _____

I understand that this key has been provided only for the use stated on this application. I understand that if I unlock the building, it is my responsibility to ensure that the building is locked up after the designated use. I will not duplicate this key, and will report lost keys to the church office immediately.

I/we the undersigned applicant(s) have read the regulations for use of buildings and hereby accept its terms and conditions along with the terms of this agreement. I/we have also signed the attached Agreement of Indemnity, Waiver, and Release.

Print name: _____

Signature of Applicant: _____

Date: _____

AGREEMENT OF INDEMNITY, WAIVER, AND RELEASE

For valuable consideration, I/we the undersigned,
(Please print name or names) _____ On my/our own behalf
and on behalf of the organization or group for which I am/we are making the attached application, do
hereby:

1) Agree to indemnify and hold harmless Riverside Presbyterian Church, 116 Barrypoint Road,
Riverside, Illinois 60546, its officers and members ("Church"), its employees, agents, and
contractors, and the Presbytery of Chicago from any and all liability and/or claims and/or
damages and/or expenses (including attorneys' fees) that the church may sustain or become
liable or answerable for, or shall pay, upon, or in consequence of, the use of the church facility
identified on the attached application;

2) Agree to pay promptly to the Church for all damage to Church property inflicted by me and/or
the organization or group for which I/we am making the attached application; and

3) Release the Church of and from any and all actions, causes of action, claims and demands
whatsoever, whether or not well founded in fact or in law which the said applicant and/or the
organization or group for whose benefit said application is made may have at any time which
may arise out of or in connection with the use of said facility, from any cause whatsoever,
hereby intentionally waiving all such actions, causes of action, claims and demands, if there
shall be any at any time in connection with the use of said facility pursuant to said application.

I am/we are entering into the Agreement in part consideration of the use of said facility by
myself/ourselves and/or the group or organization on whose behalf I/we have made the foregoing
application and I/we intend to be legally bound the terms hereof.

I/we hereby represent and warrant to the Church that I/we have been duly authorized to execute this
Agreement on behalf of the organization or group for which I/we have made the foregoing application
and that by my/our signature(s) said organization or group is legally bound by the terms hereof.

Applicant 1 _____
Individually and on behalf of:

Applicant 2 _____
Individually and on behalf of:

I/we, the applicant(s) affirm that I/we have the authority to execute this document on behalf of:

Organization or group _____

Signature of Applicant(s): _____ Date: _____

Print name(s) _____

RIVERSIDE PRESBYTERIAN CHURCH

Wedding Agreement

A deposit of \$300 is required for the scheduling of weddings. This amount will be used for the security deposit and will be refunded after the wedding provided no harm has been done to church facilities. **Weddings are not on the church calendar until this deposit has been received.** Checks should be made out to Riverside Presbyterian Church.

The remaining balance of all fees should be paid by a check made out to Riverside Presbyterian Church **four weeks prior to the date of the wedding.**

If, the wedding is canceled by the wedding party less than four weeks from the scheduled date, the deposit is non-refundable.

USE OF THE PIANO MUST BE REQUESTED AND APPROVED PRIOR TO THE WEDDING.

1. I/We hereby acknowledge that I have received and read all rules and regulations relative to holding my wedding ceremony at Riverside Presbyterian Church.
2. I/We further acknowledge that the violation of said rules may result in forfeiture of the security/damage deposit tendered in the amount of \$300.
3. If there are damages to church property involved totaling less than \$300 and there were no relative rule violations, the remaining portion of the deposit will be refunded.
4. In circumstances whereby damage to church property exceeds the \$300 deposit, I/we understand that the party renting the church is financially responsible for incurred expenses over and above the deposit amount.
5. If, the wedding is canceled by the wedding party less than four weeks from the scheduled date, the deposit is non-refundable.

Date of Ceremony _____ Time: _____

Signature

Signature

Date