



RICHVILLE UNITED CHURCH OF CHRIST HOUSE AND HOUSEKEEPING RULES AND GUIDELINES

(Revised July 2022)

1. All scheduling and use of church property shall be through the church office. Non members and Inactive members must have approval from Consistory.
2. All members of Richville Church and church-related or sponsored groups such as Boy Scouts, Girl Scouts, Golden Charms, and Women's Group are eligible to use the facilities without charge in accordance with the proper scheduling requirements. In scheduling the use of facilities, those functions for religious purposes will have priority over non-religious use. Individuals using Richville Church will be responsible for any and all damage to church property. The church is not responsible for lost or missing personal articles.
3. The use of the church is open to all members of the church for such functions as baby or bridal showers, retirement or birthday parties. ***A form needs to be completed from the church office.*** Please leave the church as you found it. Remove all trash to the bin in the parking lot. You are responsible for setting up and taking down tables and chairs. Individuals using the church will be responsible for any and all damage to church property. The church is not responsible for lost or missing personal articles.
4. Any organization of the church shall be eligible to use the kitchen and dining facilities for fund-raising dinners, regular meeting, etc. These facilities will be available only on a scheduled basis through the church office upon approval of Consistory.
5. **NON-AFFILIATED/NON-CHURCH MEMBER FUNCTIONS:**
 - a. No fund raising for non-affiliated/non-church member functions (**unless approved by consistory**).
 - b. Fellowship Hall only: **Total charge \$125.00.**
 - c. Kitchen use in conjunction with Fellowship Hall: **Total charge \$250.00.**
 - d. Patio Room: **Total charge \$50.00.**
 - e. Kitchenette and Patio Room: **Total charge \$60.00.**
 - f. Class Rooms: **\$25.00 each.**
 - g. The person reserving the room will be responsible for all damage to church property and their own equipment. The church is not responsible for lost or missing personal articles.

- h. All rental fees shall be paid in full at the time the event is scheduled. **Additional charges will be assessed if the facilities have not been left as they were found.**

6. **OTHER PROVISIONS:**

- a. Tables, chairs, dishes, and other equipment are church property and may not be removed from the premises.
- b. Persons or groups using rooms are responsible for turning off lights when the room is no longer in use. (This includes the restrooms).
- c. Persons with security keys are responsible for seeing that the doors are locked if they have used their key to gain entry to the church.
- d. Sunday school classes and Christian Education shall be governed by the same rules as individuals. Use of all facilities other than regular Sunday morning church school sessions must be scheduled through the Church office.
- e. There shall be no alcoholic beverages used at any time on the premises of the church. There shall be no gambling permitted at any time.
- f. There shall be no smoking in or around the church.
- g. Any and all fees may be waived at the discretion of the Consistory.