

Facility Rules & Policies

PAYMENT POLICY

- Facility Use fee is due at booking to reserve the date.
- Security deposit is refunded within 7 business days after event inspection

Date is not reserved until payment is received.

CANCELLATION POLICY

- 30+ days before event → Full refund
- 14–29 days before event → 50% refund
- 7–13 days before event → 25% refund
- Less than 7 days before event → No refund

All cancellation requests must be submitted in writing by email to office@riverviewchristian.church

PAVILION WEATHER POLICY

If renter cancels due to weather:

- May reschedule one time within 60 days (based on availability) at no charge
OR
- Receive full refund minus \$50 administrative fee

SECURITY DEPOSIT POLICY

The \$100 security deposit is refundable and may be used for:

- Damage to building, walls, floors, or furniture
- Policy violations
- Excessive cleaning beyond normal use
- Overtime beyond rental block

The church reserves the right to deduct the actual cost of damages, excessive cleaning, overtime, or policy violations from the security deposit. Deposits are not used for cancellation penalties.

FACILITY RULES & POLICIES

Supervision & Access

- Children must be supervised by a responsible adult at all times.
- Licensee and guests are permitted only in the designated areas as defined in the Facility Use Agreement.
- Vehicles must remain in designated parking areas.
- Overtime will be charged if the Licensee remains beyond contracted time.
- A church representative will return at the end of the event for inspection and lock-up.

Cleaning Responsibilities

Licensee Must:

- Remove all decorations
- Wipe down tables and chairs
- Dispose of all trash and place in trash bins
- Remove all personal items
- Leave the space in its original condition
- Any damage or maintenance concerns should be reported to the church office immediately at office@riverviewchristian.church

Prohibited Items & Activities

- No alcohol
- No smoking
- No animals (except service animals)
- No bounce houses
- No nails, screws, staples, tape, command hooks, or adhesives on church property
- No open flames (birthday candles permitted)

Decorations

Allowed:

- Freestanding backdrop stands
- Balloon arches
- Tape on personal tablecloths

- Tape on personal freestanding decor only

Not Permitted:

- Glitter or confetti
- Rice
- Birdseed
- Flower petals
- Fireworks
- Sparklers
- Smoke bombs
- Confetti poppers

All decorations must be removed within the timeframe outlined in the Facility Use Agreement.

Parking & Noise

- Vehicles must remain in designated parking areas.
- Music and amplified sound must remain at a reasonable volume and comply with local noise ordinances.
- Music containing explicit or offensive language is prohibited.
- Licensee is responsible for ensuring guests respect neighboring properties.

Safety & Emergencies

- In the event of an emergency, call 911 immediately.
- After emergency services have been contacted, notify the church office as soon as practical at office@riverviewchristian.church
- Any accidents, injuries, or property damage must be reported before leaving the premises.

Event Standards & Conduct

Riverview Christian Church welcomes opportunities to serve our community through the use of its facilities. Because church property is dedicated to the ministry and mission of Riverview Christian Church, all events, activities, entertainment, decorations, and conduct occurring on church property must be consistent with the church's mission, values, and Facility Use Agreement.



The church reserves the right to approve or deny any facility use request and may cancel a reservation if information provided by the Licensee is found to be inaccurate or if the event is conducted in a manner inconsistent with these standards.

The following are not permitted on church property:

- Illegal activities or substances
- Alcoholic beverages, marijuana, or recreational drugs
- Nudity or sexually explicit conduct
- Obscene, profane, or vulgar entertainment, music, performances, or displays
- Gambling activities
- Activities that pose a safety risk to persons or property
- Activities that are inconsistent with the mission, values, or ministry purposes of Riverview Christian Church

All licensees and guests are expected to conduct themselves in a respectful and family-friendly manner while on church property.