

## PREAMBLE

The Riverside Community Church (RCC) building and other assets (including all assets owned, leased or otherwise under the Church's control, whether land, buildings or chattels) exist primarily for the purpose of RCC fulfilling its Christian Mission through its religious programs. They are considered sacred as they are dedicated to serving God.

RCC building and other assets are not customarily or generally available to the public for rental; however, when not needed for its own religious services and programs, the building may be made available for rental, but only for activities and events that are consistent with RCC's religious mission and programs. RCC administration has sole discretion to grant or refuse rental of the facility.

The use, event or activity must be one that can be conducted in a reasonable and safe manner without undue risk of injury to people or damage to the Church facilities, or the reputation or ministries of the Church and Foursquare doctrine.

## REQUESTS FOR USE OF CHURCH PREMISES

- All requests for space for activities should be made to the Office Administration.
- After initial inquiry has been made, the Office Administration may direct your inquiry to the following people to review and consider your request in accordance with this policy:
  - o The Worship Pastor if the inquiry is related to musical events
  - o The Event Facilitator if the inquiry is related to a wedding, funeral and/or memorial service
  - o The Rentals Manager if the inquiry is a special request outside of this policy
  - o The Lead Pastor and other denominational leaders of the Foursquare Gospel Church of Canada if there is any question as to whether or not the intended activities and events that are consistent with RCC's religious mission and programs.

No one has any obligation to provide any written or oral reasons for any opposition or rejection of a request to use space in any RCC building or facility. If a use is not approved, no reasons will be given orally or in writing.

## FACILITY USE & RENTAL APPROVAL PROCESS

1. The person, or group, wishing to use or rent the facility has been provided with a copy of the RCC Rental Policy and acknowledge that their request to rent or use a facility is subject to the terms of the RCC Facility Rental Policy.
2. The person, or group, wishing to use or rent the facility has completed and signed the Application for Facility Use, and returned it to the Church office.
3. The Rentals Manager (or designate) has reviewed the Application for Facility Use (and when necessary has consulted with the Lead Pastor or others as contemplated in this policy) and provided written approval of the intended facility use or rental.
4. A Facility Rental Contract agreement is provided to the applicant, with terms and conditions and specific costs, for the person or group wishing to use or rent the facility.
5. The person or group wishing to use or rent accepts the terms and conditions needing to be adhered to before signing the Facility Rental Contract Agreement and returning the signed contract to the Church along with the waiver of liability, the non-refundable security deposit or full rental fee (including damage deposit), any additional fees, and the insurance certificate; naming Foursquare Gospel Church of Canada (FGCC) as the primary insured on the insurance policy.
6. No booking will be considered confirmed or secure until all of the above steps have been met.

## SECURITY DEPOSIT

A non-refundable security deposit may be required to secure a booking, as determined by the Rentals Manager. This fee will be either \$500, 20% of the rental fee, or one week's rental fee, whichever is greater. If the booking is cancelled by the person, or group, wishing to use or rent the facility, the security deposit will not be refunded. If the Government prohibits the event from occurring, the security deposit will be refundable.

## DAMAGE DEPOSIT

A damage deposit is required for all approved facility rentals. The deposit will be returned in full within 30 days upon satisfactory inspection of the facility by authorized personnel. All fees for repair of damages to a facility and/or its equipment/amenities, and/or extra cleaning resulting from a facility rental will be deducted from the damage deposit. Any fees over and above the deposit amount will be invoiced to the renter and due immediately and subject to a 20% administration fee.

## CANCELLATION

1. Cancellation will be based on providing written notice to RCC by email or in person at the church. 15 business days advance notice is required to cancel a rental fee for a full refund less non-refundable security deposit. If less than 15 business days' notice is provided, the damage deposit will be refundable and the full rental fee will be non-refundable.
2. Riverside Community Church has the right to cancel bookings at any time. Further detail in Facility Rental Contract Agreement.

## APPROVED FACILITY USE

1. All activities of all users of the facility of RCC must be entirely consistent with the religious purposes and beliefs of RCC and the RCC Statement of Faith (see Appendix A).
2. The use, event or activity must be one that can be conducted in a reasonable and safe manner without undue risk of injury to people or damage to RCC facilities or to the reputation or ministry of RCC.
3. Where there is any dispute with respect to whether a use, event or activity is permitted by the Policy, the decisions by the Lead Pastor and/or Church Council of RCC will govern and are final. Decisions with respect to the use or rental of the Facilities will be made in accordance with the principles set out in this Policy and the mission of RCC. Reasons for a refusal to rent Facilities will not be provided.
4. Weddings – FGCC and RCC view marriage to be a sacred event and a wedding to be religious ceremony. No wedding or a related reception or celebration may be permitted within any RCC facility unless the wedding and marriage conform to the religious understanding and beliefs with respect to marriage of RCC and FGCC. Specifically:
  - a. The use of FGCC facilities for the solemnization of marriages and related events is restricted to purposes that are consistent with the Declaration of Faith and the Constitution of the church.
  - b. FGCC recognizes marriage as a holy sacrament and institution of the church, which is defined as being between one man and one woman in accordance with a historical/grammatical and orthodox interpretation of the Scriptures and the Declaration of Faith.
5. FGCC denomination activities will be considered to be church activities and will not be charged a rental fee. There will be a fee for caretaking and any extra costs incurred outside of a rental fee.

## RENTAL POLICIES & GUIDELINES

Any person or group renting or using the Facilities must:

1. Only enter the part of the Facilities that have been rented by the person or group.
2. Ensure that they have obtained the necessary copyright authorization and licenses for the use of copyrighted live or recorded music, dramatic or other works, and ensure that they pay any required copyright royalties to SOCAN or CCLI Re: Sound.

3. Park vehicles only in designated and marked parking stalls.
4. Serve or consume alcohol only under the following conditions:
  - a. only beer and wine may be served;
  - b. beer and wine must be served in glassware or plastic cups only;
  - c. alcohol must be consumed in moderation at all times;
  - d. alcohol must only be served to guests who are legal drinking age;
  - e. alcohol must only be served if the user has obtained a Special Occasion Liquor License and any other permits required by any applicable laws or bylaws;
  - f. all servers, whether paid or unpaid, must have a valid Special Event Server Certificate or Serving It Right Certificate;
  - g. the Special Occasion Liquor License and Special Event Server Certificate or Serving It Right Certificate or both must be displayed;
  - h. alcohol must not be removed from the designated Premises; and
  - i. alcohol must not be served after 9:30 P.M., unless otherwise consented to in writing by RCC in its sole discretion;
6. Consumption of alcoholic beverages, if desired, will require the appropriate Special Event Permit (SEP) which is to be acquired by the renter. The renter will ensure that appropriate supervision to monitor alcoholic consumption by all participants is provided in accordance with BC Liquor Laws. RCC assumes no liability for any claims arising from the sale and consumption of alcohol at renters' events held at RCC.
7. Smoking, vaping or use of drugs is not permitted on the property.
8. Only guide and service animals are permitted by law in the facility;
9. Noise must be kept within acceptable limits at all times so as not to disturb neighbours. There is a city ordinance which forbids noise which will intrude on neighbours after 11 p.m.
10. The use of confetti, rice, smoke or smoke machines or bubbles is prohibited in or around the building.
11. All activities must be disclosed before any rental agreement is signed.
12. Appropriate insurance coverage must be obtained and submitted prior to the event being confirmed.
13. The commercial kitchen cooking appliances may only be used by a professional caterer. RCC requires proof the permitted caterer has had experience working with commercial equipment. The Facility Attendant is provided by RCC at the posted hourly rate to ensure safety and care of the appliances and services available.
14. Caterers and Kitchen/Coffee Bar usage - All renters and their designated caterers will be expected to complete a cleaning checklist as well as go through an inspection by RCC Facility Attendant prior to leaving. All garbage, recycling and food is to be removed from premises at the end of the scheduled event.
15. All renters must comply with the Fraser Health Food Safe guidelines  
<https://www.fraserhealth.ca/health-info/health-topics/food-safety/>.
16. Proper food handling will be the responsibility of the renter. Special considerations may be available for early refrigeration in the kitchen. Subject to approval.
17. A designated RCC Facility Attendant must be present at all times.
18. All electronic equipment, such as lighting & sound, owned by RCC must be operated by the Church's qualified sound technician. The technician will be supplied at the posted hourly rate.
19. No equipment or property may be removed from the church without the permission and approval from the Director of Operations at RCC.
20. Each user group and renter are responsible for the behavior of their own guests and participants. Any damage done to the church or church property during a rental period will be the responsibility of the renter. Any repairs due to damage will be invoiced directly to the user/renter and payment is required immediately.

21. RCC's name shall not be used as the sponsoring organization in any advertising or promotional literature for any event unless it is an "official" RCC event. The Church telephone number is not to be used as the number to call for further information about your event.
22. Use of premises is restricted to only those facilities and times that are specified in the rental contract. Use of the facilities must be terminated at the agreed upon time to accommodate the Facility Attendant who is assigned to close and secure the building at the conclusion of the event. Late departures will result in an additional fee.
23. Renters are responsible for paying all fines, if issued to RCC, for actions that occurred under the responsibility of their event.

## FACILITY & EQUIPMENT USE

1. Renters may only book the facility one year in advance of the date requested.
2. All damaged or broken items must be reported to the church administration on the next business day.
3. The rental space is to be returned to its original condition in which the space was found.
4. Decorations or other materials may be placed on walls and windows only with materials that do not damage or mark such surfaces, and all decorations are to be removed at the conclusion of the event. The Facility Attendant will provide guidance on day of the rental.
5. All supplies required for the event are the responsibility of the renter.
6. Food and beverages may only be served in approved areas; this approval must be obtained at time of booking.
7. All tables and chairs will be set up and put away after the event by RCC Staff. \*Note: Additional costs will be associated for all set up and take down.
8. Church owned sports equipment may only be used if approved in advance and must be returned to the appropriate storage places. Must be returned in the same condition they were found.
9. Moving of any displays, furniture, accessories (plants, shrubs, cross, etc.) must be approved prior to the event and must be replaced at the end of the event.
10. The use of candles (only dripless will be allowed) must be preapproved.
11. Musical equipment may not be used or moved without permission.
12. Linens, decorations, dishes or cutlery may be included in rentals for a fee, if available.
13. All garbage/recycling and compostable waste must be removed from the facility at the end of the event.
14. RCC may provide extra waste and recyclable containers upon request.
15. If any person or group renting the Facilities requires additional equipment or services after the contract is signed and paid for, a further request may be made no later than 30 business days' prior to the scheduled event. Further costs may be incurred.

## SECURITY

RCC building and environs are only open for prearranged bookings at the contracted times. The Facility Attendant will be on duty whenever space is rented during the evenings and on weekends. He/she will open the premises 30 minutes before the event and secure the church when the event is over. The Director of Operations will determine if further security personnel are required. Any such security personnel are for the benefit of RCC and not the user/renter and the user/renter acknowledges that it is not relying on RCC providing any security. Notwithstanding that, the user/renter will have to pay for any additional security that RCC deems necessary for the benefits of RCC, in its discretion.

RCC, its staff and volunteers assume no responsibility for damage or loss to any property of user/renter or their guests. This includes parked vehicles during events, and all other equipment or items brought into the facility including those of a personal nature. RCC does not provide security or ushers for events occurring in the Church building and environs. Event security is the responsibility of the renter. RCC administration reserves the right to require renters to maintain a minimum complement of security (off duty

police officers, uniformed licensed security personnel, etc.). Events that attract patrons, who consume or have consumed any drug/s, excessive alcohol may be immediately cancelled at the discretion of Church administration and will be refused future facility use. RCC staff and volunteers are not responsible for the condition of those persons who have consumed any alcohol or drug/s.

If at any time during the contracted event a security incident occurs (e.g. a bomb threat, threat of violence, or other police incident, or fire alarm – false, threatened or actual), the event will be immediately stopped and the building evacuated until such time as it is deemed safe to return by the RCMP and/or Fire Department. The event may also be cancelled at the discretion of Church administration. Any rental fees, liability, municipal costs, charges or facility overtime charges resulting from such an event are the sole responsibility of the renter. In the case of fire alarms, all false fire alarms, either accidental or deliberate, will result in a minimum \$75 charge.

## INSURANCE

A certificate of General Liability Insurance with a limit of not less than five million dollars (\$5,000,000) of coverage per occurrence, naming Foursquare Gospel Church of Canada/Riverside Community Church as an additional insured party, is mandatory. Copy of insurance needs to be received at least 2 weeks prior to the event.

The insurance policy of RCC does not cover liability for rental groups, their guests or participants. Appropriate insurance coverage must be obtained and submitted prior to the event being confirmed. Event insurance can be found online at [www.robertsonhall.com/access](http://www.robertsonhall.com/access), [www.eventpolicy.ca/add](http://www.eventpolicy.ca/add) or [www.palcanada.com](http://www.palcanada.com) or through your local insurance provider.

## DISCLAIMERS

1. Rental by any group does not mean that RCC endorses the beliefs and practices of the rental group.
2. If information provided by the renter in the rental application or agreement is found to be inaccurate, the event may be cancelled without notice, or while in progress, without refund.

## PAYMENT

1. Payment schedule will be based on:
  - Regular/On-going Users – Rental and all associated fees for each rental date are due and payable as follows:
    - I. Regular/On-going Users - scheduled rentals and standing bookings will be invoiced on a monthly basis, due and payable on the 1st of the month, in advance.
    - II. Will be expected to pay on the first day of the month for all services during the upcoming month, i.e. January usage is due and payable on January 1.
    - III. RCC may also require users to pay for usage in advance by season.
  - One Time Only Users – Non-refundable security deposit is due and payable in full at the time of booking. Remaining rental fee is due and payable 90 days prior to event.
2. Damage deposit does apply.
3. Socan Fees may apply.
  - Definition: SOCAN (Society of Composers, Authors and Music Publishers of Canada) represents the Canadian performing rights of millions of Canadian and International music creators and publishers. Through licenses, SOCAN gives businesses that use music the freedom to use any music they want, legally and ethically.
4. Facility Attendant, Custodian, Officiant and Sound Technician fees may apply.
5. Bookings are confirmed only after non-refundable security deposit and/or rental fee is paid in full and rental contract agreement is issued and signed and copy of insurance is given to RCC.

## APPENDIX A

### RIVERSIDE COMMUNITY CHURCH and FOURSQUARE GOSPEL CHURCH OF CANADA STATEMENT OF FAITH

#### What We Believe:

1. THE HOLY SCRIPTURES We believe the Bible is God-inspired (2 Timothy 3:16, 17).
2. THE ETERNAL GODHEAD We believe God is triune: Father, Son and Holy Spirit (2 Corinthians 13:14).
3. THE FALL OF MAN We believe that man was created in the image of God, but by voluntary disobedience fell from perfection (Romans 5:12, 19).
4. THE PLAN OF REDEMPTION We believe that while we were yet sinners Christ died for us, signing the pardon of all who believe in Him (John 3:16; Romans 5:8).
5. SALVATION THROUGH GRACE We believe that we have no righteousness and must come to God pleading the righteousness of Christ (Ephesians 2:8, 9).
6. REPENTANCE AND ACCEPTANCE We believe that upon sincere repentance, and a whole-hearted acceptance of Christ, we are justified before God (Luke 24:46, 47; 2 Timothy 2:24-26; 1 John 1:9).
7. THE NEW BIRTH We believe that the change which takes place in the heart and life at conversion is a very real one (2 Corinthians 5:17; Galatians 2:20).
8. DAILY CHRISTIAN LIFE We believe that it is the will of God that we be sanctified daily, growing constantly in the faith (Hebrews 6:1).
9. BAPTISM AND THE LORD'S SUPPER We believe that baptism by immersion is an outward sign of an inward work (Matthew 28:19, 20). We believe in the commemoration of the Lord's Supper by the symbolical use of the bread and juice of the vine (1 Corinthians 11:24, 25).
10. BAPTISM OF THE HOLY SPIRIT We believe that the baptism of the Holy Spirit is to endue the believer with power; and that His incoming is after the same manner as in Bible days (Acts 2:4).
11. THE SPIRIT-FILLED LIFE We believe that it is the will of God that we walk in the Spirit daily (Ephesians 4:30-32).
12. THE GIFTS AND FRUIT OF THE HOLY SPIRIT We believe that the Holy Spirit has spiritual gifts for the Christian; and that believers should show spiritual fruit as evidence of a Spirit-filled life (1 Corinthians 12:1-11; Galatians 5:22, 23).
13. MODERATION We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticisms (Philippians 4:5; James 5:19, 20).
14. DIVINE HEALING We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith (James 5:14-16).
15. THE SECOND COMING OF CHRIST We believe that the second coming of Christ is personal and imminent (1 Thessalonians 4:16, 17).
16. CHURCH RELATIONSHIP We believe it is our sacred duty to identify ourselves with the visible church of Christ (Acts 16:5; Hebrews 10:24, 25).
17. CIVIL GOVERNMENT We believe that rulers should be upheld at all times except in things opposed to the will of God (Romans 13:1-5).
18. JUDGMENT We believe that all shall stand some day before the judgement seat of God; and there receive eternal life or death (Romans 2:1-16; 2 Corinthians 5:10).
19. HEAVEN We believe that heaven is the glorious eternal home of born-again believers (John 14:1-3; Revelation 7:15-17).
20. HELL We believe that hell is the place of eternal torment for all who reject Christ as the Saviour (Revelation 20:10-15).
21. EVANGELISM We believe that soul winning is the most important responsibility of the Church (Acts 1:8; 8:4-8).
22. TITHES AND OFFERINGS We believe that the method ordained of God for the support and spread of His cause is by giving of tithes and free-will offerings (Malachi 3:10; 2 Corinthians 9:6-15).