



~ River Valley Christian Fellowship Church Facility Usage Policy ~

1. Please come to the church between 9 a.m. to 5 p.m., Monday through Friday to reserve (in writing) the entire facility or a part of, and to have it reserved on the church calendar. If you want to use the Multi-purpose room this will include use of kitchen. You **MUST** indicate which room or rooms you have need of including use of the nursery.
2. You will need to sign out and receive your key a day or two before your scheduled use of the facility, and return it within a few days after event. You must sign the key back in.
3. Plastic lined trash receptacles are located throughout the facility. After using the church, please empty the smaller trash cans into a large garbage can on wheels. Please dispose of the used plastic liners in the dumpster on the east side of the parking lot next to the garage.
4. After use of ANY ROOM, wipe down tables, chairs, pick up trash or articles left on floor, dispose off ALL Food/Drink.
5. After use of, tables and chairs should be returned to the storage area. Since there is limited storage, a storage orientation sheet is enclosed. Please note that Bradley Fire Department requests that the area down the center of the storage room must be kept open.
6. If you are using the facility for a non-ministry event and you need use of the nursery, you **MUST** provide a child care-giver.
7. The nursery: you **MUST** clean ALL garbage, food, drink, put all toys back where they came from. Please leave it as you found it.
8. If you are using the facility during office hours we ask that the office corridor is not used, as the staff is working.
9. Alcoholic beverages are prohibited.
10. River Valley Christian Fellowship is a non-smoking facility.

Multi-purpose room Information:

The multi-purpose room seating capacity is **165**. We have approximately **100** chairs.

Tables available:

- 7 round (each table will seat 8 people)
- 16 rectangular 8' (each table will seat 8 people)
- 9 rectangular 6' (each table will seat 6 people)
- 2 card tables (3X3).