



Community House Facility Use Policy

Issued by: Riverside Presbyterian Church / Riverbend Community House

Effective Date: January 5, 2026

1. Purpose and Mission Statement

The Riverbend Community House exists as a ministry of Riverside Presbyterian Church to serve as a bridge to the local community. Our goal is to provide a safe, welcoming, and high-quality space for activities that promote physical, mental, social, and spiritual well-being. This policy ensures that the use of our facilities aligns with our core values while meeting the expressed needs of our neighbors.

The corporation is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Specifically, the corporation is organized to coordinate and provide community programming, including but not limited to recreation, educational classes, youth activities, and missions, for the benefit of the community in coordination with Riverside Presbyterian Church.

2. Priority of Use

While we strive to accommodate as many requests as possible, the use of the facility will be prioritized as follows:

1. **Church-wide programs** (Worship, funerals, music programs).
2. **Auxiliary-sponsored community programs** (Preschool, out of school care, food pantries).
3. **Community non-profit/educational use** (Town halls, local clubs, Park District).
4. **Private rentals** (Birthday parties, receptions, community member private programs).

3. Approved Use Categories

To remain consistent with our mission as an integrated auxiliary, we welcome rentals that fall into the following categories:

- **Education & Development:** Tutoring, literacy programs, vocational training, and music lessons.
- **Health & Wellness:** Fitness classes, support groups, and community health clinics.

- **Social Connection:** Neighborhood association meetings, non-partisan forums, and cultural celebrations.
- **Private Events:** Family gatherings, weddings, and milestone celebrations.

4. Prohibited Activities/Occasions

The Riverbend Community House reserves the right to deny any rental request that:

- Promotes activities or viewpoints fundamentally at odds with the Riverside Presbyterian Church Statement of Faith.
- Involves illegal activities or the use of controlled substances.
- Is deemed to be high-risk without adequate specialized insurance (e.g., certain contact sports).
- Is purely for-profit commercial retail sales (unless part of a community craft fair or similar authorized event).

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 and Christmas Day.

5. Rental Procedures and Fees

Staff may approve single use applicants when the applicant is 21 year of age or older and the request date is not a Sunday or church holiday. Agreements for recurring events or extraordinary circumstances will be approved by the Riverbend Community House Board in consultation with the Session.

- **Application:** All renters must submit a **Facility Use Application** at least two weeks prior to the event.
- **Fees:** A fee schedule is maintained by the office. Fees are designed to cover "related use" costs, including utilities, maintenance, and staffing.
- **Security Deposit:** A refundable deposit of \$50 is required to secure the date and cover potential damages.
- **Online Payments:** Payments made online are required to cover processing fees. Alternatively, payments may be made with a check.

6. User Responsibilities

Renters are expected to treat the facility with "good neighbor" stewardship:

- **Supervision:** Minors must be supervised by adults at a ratio of 1:10 with a minimum of two adults present at all times. One adult must be over the age of 18. The second adult may be 15 - 18 years of age if at least two years older than the oldest child present.
- **Cleanup:** The facility must be returned to its original state. All trash must be placed in designated bins.
- **Noise:** Respect our neighbors by keeping noise levels reasonable, especially after 9:00 p.m.
- **Insurance:** Organizations or recurring renters must provide a **Certificate of Insurance (COI)** naming Riverside Presbyterian Church as an additionally insured party.

7. Liability Disclaimer

Riverside Presbyterian Church / Riverbend Community House is not responsible for lost or stolen items. The Renter agrees to indemnify and hold harmless the Church and its staff from any claims, damages, or injuries arising from the Renter's use of the premises.
