



Facility Use Application

Contact Information

- Organization/Individual Name: _____
- Primary Contact Person: _____
- Phone: _____ Email: _____
- Mailing Address: _____

Event Details

- Nature of Event: (e.g., Birthday, Meeting, Class) _____
- Date(s) Requested: _____
- Estimated Attendance: _____ Estimated Cars: _____
- Is this a recurring event? (Yes / No) _____
- Start Time (including setup): _____ End Time (including cleanup): _____

Space(s) Requested

- ☐ Gym
- ☐ Celestial Cinema / Loft
- ☐ Social Hall
- ☐ Sanctuary
- ☐ Parlor / Upper Room
- ☐ Library
- ☐ Classroom(s) # _____
- ☐ Kitchen
- ☐ Green Space

Required Documents & Agreement

- ☐ Certificate of Insurance (COI): Required for organizations/recurring classes.
- ☐ Security Deposit: \$50 due upon approval.
- ☐ Cleaning Checklist: I agree to follow the post-event cleaning protocol.
- ☐ Key(s): I understand those provided are only for the date(s) on this application.

Statement of Agreement: I have read the Riverside Presbyterian Church / Riverbend Community House Facility Use Policy.

I understand that 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.

I understand that our group is responsible for any damage and that the Riverside Presbyterian Church / Riverbend Community House reserves the right to cancel this agreement if multiple dates are requested terms are violated.

Signature: _____ Date: _____

Fee Schedule for Single Use Activities

Space	Non-Profit / Community Organization Rate	Private / Individual Rate
Social Hall, Kitchen, Gym	\$50 / hour	\$60 / hour
Social Hall/Kitchen Combo	\$80/hour	\$100/hour
Classroom, Library Parlor, Celestial Cinema	\$15 / hour	\$25 / hour
Sanctuary	\$250 (flat for up to 4 hours) \$75 for one hour recital	\$300 (flat for up to 4 hours) \$100 for one hour recital
Green Space (may include indoor restrooms)	\$100 (flat for up to 4 hours)	\$150 (flat for up to 4 hours)
Combination of spaces and long term rentals	Negotiated upon Request	Negotiated upon Request

Additional Costs:

- Security/Refundable Deposit: \$50–\$200 (depending on event size).
 - Custodial Fee: \$25 if departure checklist not completed in full.
 - AV/Tech Support: \$25/hour (if a technician is required for sound/video).
 - Storage fees if applicable.
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