

Part 2:

Practical Applications

Consideration of safety, whether physical, mental, emotional, or spiritual, is something that applies to every part of our ministry. The following sections define how we strive to provide a safe environment for everyone that is a part of or affected by RRC.

VII. CONTACT, COMMUNICATION, & SUPERVISION

A. Contact & Communication With a Minor

1. One-on-one meetings between the youth director, leaders, and/or students are an important part of ministry. The following guidelines should be observed for one-on-one meetings:
 - a. On campus: Another adult should be aware of the meeting and be on the premises at all times. Meetings should remain as open as is comfortable for the child/youth, i.e. a door ajar, curtains/blinds open, etc.
 - b. Off campus: Meetings should occur in a public place and with parental permission.
 - c. In either situation, if possible, have another unrelated adult present.
2. Never initiate physical contact with any youth. Seek to be guarded and find other means of greeting.
3. Regardless of relative ages, it is never appropriate for a youth group leader and a youth group member to date each other. Similarly, a youth group leader should not date the close friend of a member of the youth group.
4. Written permission must be obtained from the parents or guardians before directly contacting a minor via phone, text, email, facebook, or other forms of electronic communication. See **Informed Consent Form (Form 5-D)**.
5. While it is natural for children and youth to confide in trusted leaders, there are certain issues that must not remain confidential. Because minors are involved, use the utmost discretion when deciding who to involve in various issues. Please inform your ministry director or pastor if you discover:
 - a. A minor is being abused.
 - b. A minor is threatening to hurt him/herself.
 - c. A minor is threatening to hurt someone else.
 - d. A minor reveals a personal crisis/endangerment (pregnancy, drug abuse addictions, criminal activity, etc.)

B. Nursery

1. At least two unrelated adults (or one adult with one helper) will be assigned to each nursery session, one of which is an adult female.
2. Only assigned workers or approved substitutes are to be in the nursery. A substitute may be anyone who has an approved volunteer profile on file.
3. A **Nursery Sign-In Sheet (Form 5-O)** will be posted for each nursery session and will include the names of the scheduled workers.
4. Check-in system
 - a. All children must be signed in by a parent or guardian and may only be released to their parent or guardian.
 - b. Name tags will be used for the children. The name tag may include brief medical information to alert care givers.
 - c. Children are not to leave the nursery with anyone, including attendants, until a parent or guardian arrives.

C. Bathroom Assistance

1. Only females or a parent should assist children in the bathroom or change diapers. Helpers may accompany a child to the bathroom but may not go in with them. If the child using the bathroom needs assistance, the helper should get the adult leader. The helper may, however, assist with handwashing.
2. When assisting preschoolers, stand outside and close the door while the child uses the bathroom. If the child asks for help, before going inside, prop open the door to the room or hall if there is no window in the door.
3. Children in kindergarten through second grade must use the buddy system when going to the bathroom.

D. Children and Youth Activities, Meetings, & Classes

1. On-campus: An appropriate number of approved leaders will be provided for each activity, meeting, or class. Leaders may not be alone with a minor (except as outlined in *Contact & Communication With a Minor, section 2 page 10*).
2. Off-campus: Two or more leaders (unrelated) must be present. The number of leaders should be appropriate for the size of the group. Leaders may not be alone with a minor (except as outlined in *Contact & Communication With a Minor, section 2 page 10*). Leaders may not be alone in a vehicle with a minor without parental consent.
3. The **Informed Consent Form (Form 5-D)** must be filled out once a year for those participating in children's or youth ministry activities. Friends and guests are welcome. If they come regularly, or if they wish to take part in an off-campus activity, they must fill out an **Informed Consent Form**.
4. No medications will be distributed by leaders unless a parent/guardian requests so in writing on the **Informed Consent Form (Form 5-D)**.
5. Behavioral expectations for students:
 - a. Respect leaders and and peers; seek to encourage and build each other up.
 - b. Avoid profanity, coarse joking, and use of sarcasm.
 - c. Dress modestly according to the local school dress code.
 - d. No public displays of affection.
 - e. Electronic devices may not be used during meetings or events unless permission is given by a leader.
 - f. Treat our facility with care and respect. Accept responsibility for the care and upkeep of the space, and report any damage so it can be repaired. If a youth is responsible for damage, it is their responsibility to pay for repairs.
 - g. Absolutely no firearms, knives, fireworks, or other types of materials that might endanger those around you. If you are aware of someone who is in possession of any dangerous items, you must make an adult aware of the situation. Anyone caught with a prohibited item will be asked to leave immediately. Transportation will be at the parent's expense.
 - h. Drugs, alcohol, tobacco, pornography, and/or sexual activity are not tolerated.
 - i. All students are reminded that they represent RRC at all times and should act accordingly.

E. Overnight Trips

1. When an overnight stay includes both males and females, both male and female adults must be present.
2. Separate sleeping areas and bathroom facilities must be provided for males and females. If only one room is available for sleeping, males and females must sleep an appropriate distance apart as determined by the adult in charge. If separate bathroom facilities are not available, times for male/female use must be posted prominently.

3. Both youth and adults must wear appropriate sleeping apparel.
4. No youth may leave the premises without authorized and appropriate adult supervision.
5. No leader may leave the premises without informing the other leaders.
6. Curfews must be established and adhered to by all participants.
7. Adults need to acknowledge that there is a potential for sexual abuse and/or harassment by outside parties and must take reasonable and appropriate steps to ensure the safety and well-being of all youth.

F. Accidents

1. When someone is injured, your first priority is for them to receive medical help. Do not move them unless they are in harm's way. Call 911 if it is serious and then render immediate first aid.
2. Let the program leader know about the accident and explain the details.
3. If the injured person is a minor, immediately call the parents and let them know about the injury.
4. Fill out an **Incident Report Form** (*Form 5-A*) for anything that requires more than a band-aid, even if the injury seems small, while the details are still fresh in your mind. Turn this in to the program leader or the front office.

G. Contact & Communication - Pastoral and Lay Person Ministry

1. The pastor, elders, deacons, lay persons, and those engaged in ministry on behalf of RRC should exercise good judgement when visiting alone with parishioners of the opposite sex in the privacy of their own homes. Consider requesting that a same sex elder, deacon, or a couple, if available, be assigned to someone who needs frequent visits.
2. It is wise to use public places such as restaurants for meeting places.
3. Be cautious with touch. Hugs can be misconstrued as meaning something more than the giver intended. For some, hugs are an invasion of personal space and are unwelcome.
4. The pastor, elders, deacons, lay persons, and those engaged in ministry on behalf of RRC may use the **Pastoral Care Visitation Log** (*Worksheet 6-G*) as a tool to document pastoral visits.
5. Think defensively. Err on the side of caution.

H. Social & Digital Media

We believe that photos and stories of congregation members can bring our website and other communications to life and provide a window into the vitality and friendliness of our church community. We also wish to respect the privacy rights and concerns of our members and to protect the safety of our children.

With this in mind, Rockford Reformed Church, those photographing on behalf of Rockford Reformed Church, and those who use its facebook page shall adhere to these guidelines:

1. Do not publish or post photos, stories, or comments that are embarrassing, objectionable, or hurtful, or that present the subject in a false or negative light.
2. Do not publish or post the names of others without their permission, or the permission of a parent or guardian for those under 18. See **Informed Consent Form** (*Form 5-D*) or **Image Release Form** (*Form 5-F*).
3. Do not tag photos without the subject's permission.
4. We will gladly remove any photo immediately upon request.
5. RRC retains the right to remove inappropriate content from any of its media outlets.
6. If commenting on or posting to public media about Rockford Reformed Church, be clear that you are not speaking as an official representative of the church.

VIII. TRANSPORTATION SAFETY

A. Driver Qualifications

Qualifications for anyone transporting others on behalf of RRC, whether in their own car or the church van.

1. Drivers must fill out a **Volunteer Driver Form** (*Form 5-G*) and provide RRC with a copy of their driver's license.
2. Drivers must be a minimum of 21 years of age, have a valid, current driver's license, and have a safe driving record.
3. Drivers must not be under the influence of any alcohol, drugs, or prescription medications that would impair the operation of a vehicle.

B. Driver Behavior

1. Driver must fill out a **Trip Checklist Form** (*Form 5-H*) prior to each trip, then submit it to the front office upon return.
2. Driver is responsible for bringing a copy of each participant's **Informed Consent Form** (*Form 5-D*).
3. Driver may not use the phone or text while the vehicle is moving. If the driver needs to make a call, text, or becomes distracted while driving, he/she must find a safe place to pull over.
4. On trips with over 6 hours of driving time, two qualified drivers are required.
5. On longer trips, make regular rest stops. If a driver becomes tired or feels unable to continue safely, he/she must find a safe place to pull over until arrangements are made to continue safely.
6. Driver must use defensive driving skills, obey the rules of the road, and maintain a safe speed and following distance dependent on conditions.
7. Driver should use headlights at all times. During inclement weather, be sure to use extra caution:
 - a. Use low beams when driving in fog or snow.
 - b. Reduce speed and increase following distance.
 - c. Don't lock the wheels when braking.

C. Passenger Behavior

1. Only authorized passengers are permitted to ride.
2. The number of passengers may not exceed the maximum capacity of the vehicle. Per our insurance Company's recommendation, the church vans must not transport more people than the number of available seats and seat belts. Use of the last bench seats in older Dodge Ram vans and Ford E-Series vans decreases their stability; therefore RRC has decided that the last bench seat should not be used in those models. The luggage stowed in that area should weigh less than the weight of 2-3 passengers or 250 pounds, as manageability of the vehicle decreases as the weight increases behind the rear axle.
3. Passengers must always follow the driver's instructions.
4. Passengers must stay in their seats with their seat belts buckled at all times. Children under 8 must be in a car seat or booster seat. Children that are under 8 years old but have reached a height of 4'9" are not required to be in a booster.
5. Passengers and driver(s) are not permitted to smoke in the vehicle.
6. Passengers should keep their voices low and not engage in any activity that might distract the driver.

7. Music should be played at a low enough level that the driver can still hear environmental sounds such as sirens, signs of vehicle breakdown, etc.
8. If a passenger feels the driver is not safely able to continue, he/she should request that the driver find a safe place to pull over until arrangements are made to continue safely.

IX. SOCIAL & EMOTIONAL SAFETY

A. Inclusion & Disability: Physical, Mental, Intellectual, or Sensory

The official policy of the Reformed Church in America:

An estimated one in four North Americans has a disability, demonstrating that disabilities are a natural part of life and can be acquired at any time. Whether physical, mental, intellectual, or sensory, many of the barriers faced by people with disabilities result from attitudes and environments more than the disability itself.

We believe that everyone should have the opportunity to participate, contribute, and belong to our community. We also believe that disabilities positively affect and enhance human diversity and community life.

Therefore, in keeping with biblical teachings, with our doctrinal standards, and with decisions of the General Synod of the Reformed Church in America regarding people with disabilities, we adopt the following policy.

1. In this congregation, we value people with disabilities as created in the image of God, as partners to the covenant, and as co-laborers in the kingdom of God.
2. We consider all people — with disabilities and without — to have gifts from the Holy Spirit, and we encourage everyone to enrich congregational life by practicing their faith and using their gifts in ministries of discipleship, leadership, and mission.
3. We will endeavor to integrate people with disabilities into all ministries and activities of the church. This includes worship, education, small groups, outreach, activities, etc.
4. We will seek to name, understand, and attend to the special spiritual, physical, and psychological needs of those of us affected by disabilities, including caregivers, and will offer training to respond appropriately to disability issues and to raise awareness in our congregation.
5. We will modify any policy, practice, procedure, or architecture that tends to exclude those of us with disabilities from any aspect of congregational life.

B. Selection of Materials

The primary and most basic source for Christian education is the Bible, but numerous pieces can be used to bring the content into focus for contemporary living. Selection of materials, texts, curriculum, games, and media should be biblically-based and reflect the doctrine, teachings, and tradition of the Reformed Church. For resources and ideas, please visit rca.org and faithaliveresources.org.

1. The selected material, title, theme, rating, and objectives of a Christian education class should be published prior to the start of programming.
2. When showing movies to young people (up to the age of 18), only G, PG, and PG-13 rated movies are appropriate. Movies that are rated R by the Motion Picture Association of America are inappropriate for use in ministry. No movie should be shown unless the youth director, group leader, or event coordinator has previewed the movie in its entirety prior to showing the movie to young people. Movies that pervert the faith or are blatantly immoral must be avoided.
3. When allowing young people to play video games, only games with the ratings of Early Childhood, Everyone, Everyone 10+, and Teen are appropriate for use in ministry. No matter how popular, games with the ESRB rating of Mature, Adults Only, or Rating Pending are not appropriate for use in ministry. To take full advantage of the ESRB rating system, it's important to check both the rating symbol (on the front of the box) and the content descriptors (on the back).

Sometimes portrayals of behaviors and attitudes not appropriate for Christians, but common in our society, can be an effective way of facilitating conversation and learning for Christians of all ages, if the material is used as a springboard for a healthy, bible-based discussion of the issue or theme.

We recognize that different Christians will have varying perspectives and different comfort levels with the use of materials. When there is any question of the appropriateness of a particular book, movie, game, video game, or song, we allow each individual and/or family to decide whether or not to participate.

2. A **Media Consent Form** (*Form 5-E*) will be issued outlining the title, rating, main plot/theme/idea, reason for use, and possible objectionable material.
3. The **Media Consent Form** must be signed, returned, and on record prior to use of the selected materials.

C. Selection of Activities

The selection of activities, games, and events for fellowship or outings, as well as type of missions work, should keep Christians of all ages emotionally and socially safe as well as physically safe, free from injury or abuse, and protect their church from unnecessary liabilities.

1. Provide appropriate forum for socialization and Godly sharing in a Christian setting.
2. Remain flexible and make special arrangements for those with physical or hidden disabilities as outlined in the inclusion policy.
3. Provide for individual and/or family input concerning the activities of a group.
4. Consider developmental and age-appropriateness of the activity.
5. Publicize activities well in advance to allow the greatest flexibility in planning and allow the individual and/or family to determine participation.
6. Participation in an activity should always remain optional and without pressure.
7. With sporting and recreational activities, ensure that proper sports gear and/or protective equipment is utilized by all participants.

D. Appropriate Discipline

1. RRC does not allow corporal punishment (spanking, slapping, hitting, kicking, punching, and son on).
2. RRC does not allow harsh words, insults, belittling comments, threatening words, or other verbal humiliation of children and youth.
3. Staff and volunteers should inform the parent(s) or guardian(s) whenever a child or teen misbehaves beyond minor correction, or if a pattern of misbehavior becomes apparent.
4. Staff and volunteers should let the ministry director know of any concerns about a child or teen's unacceptable behavior, as well as the appropriate response taken to deal with the behavior.
5. An additional volunteer or a parent should be involved with groups or be present for activities in which misbehavior is an ongoing problem.
6. Expectations for the behavior of children and youth should reflect their age and level of comprehension. Similarly, discipline measures should be appropriate to the age comprehension abilities of the children and youth involved.
7. Staff and volunteers should avoid physical contact or discipline of a child or teen. Some ways to do this include distracting the child or youth with another activity, helping the child or youth focus on more acceptable behavior, or removing the child or youth from others if another volunteer or staff is available to assist.
8. Staff and volunteers should immediately remove a child or teen who assaults, harasses, or bullies another person, The bullying child or teen may be reinstated in the group when the risk to others has been adequately reduced.

E. Bullying

Rockford Reformed Church will not tolerate bullying. Bullying, from a Christian perspective, is a spiritual issue. It's about treating people as things, rather than as image-bearers of God. Bullying is about violence against and contempt for others. It creates a climate of fear, alienation, insecurity, and suspicion - negative emotions that inhibit the formation of healthy self-concepts, loving relationships, and a strong community.

Bullying is defined as aggressive behavior that is **intentional** and that involves an **imbalance of power** or strength. Typically it is **repeated** over time.

Types of bullying:

1. **Verbal** (taunting, name-calling, belittling, defamation, racial slurs, sexually abusive or suggestive remarks, malicious nicknames, extortion, abusive phone calls, gossip, making someone the butt of jokes)
2. **Physical** (hitting, punching, kicking, shoving, tripping, slapping, choking, biting, scratching, twisting limbs into painful positions, spitting, damaging clothes or property)
3. **Relational** (shunning, ignoring, isolating, excluding, spreading rumors, lies, or gossip to diminish the social standing of the person being bullied; often accompanied by subtle gestures such as eye-rolling, sighs, frowns, sneers, and hostile body language)
4. **Cyber** (using the latest technological tools such as email, blogs, text messages, phones, social media, and so on to hurt others)

The best way to stop bullying is to prevent it in the first place. See **Dealing With Bullying** (*section 7 page 23*) for strategies. If you do catch someone engaged in bullying behavior, hold them accountable by following the three R's:

1. **Restitution** (fixing what they did, such as paying for a broken toy, giving back the extorted money, apologizing for the malicious words)
2. **Resolution** (figuring out a way to keep it from happening again, such as counting to ten when they're angry or recognizing the stimulus that causes the bullying behavior and deciding on a better coping mechanism)
3. **Reconciliation** (finding a way to heal the broken relationship)

F. Pastor Referral

As you lead and shepherd others, sometimes marital or lifestyle problems are revealed where the pastor may be better equipped to offer spiritual and biblical support. Please refer and encourage the individual(s) to contact the pastor and provide the church office phone number.

X. PROPERTY & FINANCIAL POLICIES

A. Property Maintenance (future addition)

B. Building Security (future addition)

C. Pets

Effective September 1, 2014 pets will not be allowed in any area of the church buildings or grounds. Violations of this policy are to be reported to the pastor.

Rationale: Even the calmest and most well-behaved of pets can be a distraction or disruptive to the work and lifestyles of staff, members, and visitors. In addition, many people have allergies to or may simply be afraid of animals. Furthermore, animals sometimes pose a safety concern. All these factors put the church at risk.

Purpose: This policy endeavors to enhance the safety and comfort of staff, members, and visitors of Rockford Reformed Church while at the same time providing an environment conducive to effective ministry for all. It is designed as well to reduce the church's liability. This policy does not apply to trained assistance dogs that are licensed and that are actively engaged in the service for which they are trained.

D. Credit Cards

Credit cards are a ministry tool to be used wisely and carefully. They should be handled properly and ethically to provide church staff with the ability to purchase items related to their area of ministry in the most efficient manner.

Each staff member issued a credit card should read and agree in writing to the following policies regarding any credit card use. See **Credit Card Form (Form 5-J)**:

1. Items should only be purchased for a staff person's ministry area within their annual budget. Any expenses over and above budget must be approved by the head of the deacons or the treasurer.
2. Personal items may not be charged at any time for any reason.
3. Cash withdrawals are not permitted.
4. The church office will match receipts provided by each staff member to the credit card statement monthly.
5. If the receipt is lost, the staff member will pay for the item personally, unless other independent documentation is available (duplicates are often available from the establishment).
6. Credit limits must be adhered to.
7. Misuse of the card will result in loss of card privileges or corrective action, up to and including termination of employment.
8. Lost or stolen cards must be reported immediately to the church office.

E. Youth Ministry Payment Procedure

All retreats, mission trips, and events will have a due date by which payment is due. At times there will be an early bird date available where a child can pay for an event at a reduced charge. After that date the cost will go up 25%. If your child has not paid by the final due date, they will only be allowed to come if space is available and with a 25% extra charge. Special arrangements must be made with the youth director prior to the deadline, if necessary.

Account withdrawal slips must be completed and turned in by the deadline in order to count as payment towards the trip/retreat/event. The trip/retreat/event must be paid in full before a student will be allowed to participate. To pay for an event you may fill out an account withdrawal slip or make a check out to RRCYM and hand it in to the youth administrative assistant.

Cancelation: Notification of a need to cancel should be made with as much notice as possible. You are responsible for any payment obligations the church must pay out on your behalf (either partial or full amount). If you do not notify the church/trip leader that you are canceling, you are responsible for the full cost.

F. Camp Registration

Rockford Reformed Church will pay half of the RCA camp (Geneva & Cran-Hill) registration fee up to \$150.00 per child/youth one time each calendar year *for those not already receiving financial support from another church or organization.*

Who is eligible?

1. Any child/youth who is a member of Rockford Reformed Church.
2. Any child/youth (non-member) who attends church or other programs at Rockford Reformed Church such as Sunday school, Pioneer Clubs, youth groups, etc.
3. One guest (non-member) may be invited by persons from the above two categories.
4. Other Christian camps subject to approval on an individual basis.

The church's half of the fee for Camp Geneva & Cran-Hill Ranch is paid by using a voucher code obtained from the church office. The selected camp bills the church for that half. The individual's half of the fee is payable at the time the registration form is mailed.

The church's half of the fee for other Christian camps is paid by the church when a copy of the camper's paid registration is submitted to the church office. Fees are paid directly to the Christian camp.

XI. BUILDING USE REGULATIONS & FEES

See corresponding **Building Use Form** (*Form 5-N*)

I. GENERAL REGULATIONS

- a. **Community Facilities:** The Rockford Reformed Church's facilities shall be a community center and available to residents for meetings when such uses do not interfere with church programs. The facilities shall be made available as freely as is consistent with the policies of the consistory of the church and consistent with the original and primary purposes of the buildings and grounds.
- b. **Scheduling:**
 - 1) It shall be the responsibility of the church office to maintain a master calendar of all extra-curricular uses of the church facilities.
 - 2) Since the church facilities are primarily for use of church groups, non-church groups shall use the facilities only when not in use by church groups.
- c. **Area/Equipment Restrictions:** Groups using the facility will confine their activities to the areas and equipment so specified on the application.
- d. **One Year Reservation Limitations:** Groups shall not have exclusive use of a facility for long periods of time on a particular night, or series of nights. Reservations shall be restricted to a period of one year at a time.
- e. **Sales, Exhibits, etc.:** Nothing shall be sold, given, exhibited or displayed without permission of the Consistory.
- f. **Liability Insurance:** Groups involved in money-making projects, except church-approved activities, shall furnish proof of liability insurance coverage of no less than \$100,000.
- g. **Intoxicants / Disorderly Conduct:** The use of intoxicants, controlled substances or disorderly conduct of any kind on church properties is prohibited and shall result in immediate cancellation of the reservation.
- h. **Smoking:** Smoking is prohibited in all church buildings.
- i. **Right of Refusal:** The church maintains the prerogative of refusing a request for the use of church facilities by an individual, group, or organization.
- j. **Right of Cancellation:** Inaccurate or untruthful statements made in application or violation of rules governing the use of the facilities may cause the responsible persons or organization, or both, to be excluded from the use of the church facilities.
- k. **Music for Dancing:** A list of proposed music to be used at a dance must be submitted to the church office for approval.
- l. **Closing Time:** Programs must be finished by 10:00 p.m. unless other arrangements have been made with the office.
- m. **Helium (Floating) Balloons:** The use of helium balloons, or any balloon that "floats" in the Family Life Center is prohibited.
- n. **Balls on Walls:** No soccer, handball, kick ball, softball, baseball, football, or any activity where the ball hits on the wall is allowed.
- o. **Dodge Ball:** Dodge ball may be played only with church supplied balls.
- p. **Football:** No football is allowed in the Family Life Center.

- q. **Hanging on Rims:** Hanging on rims is not allowed.
- r. **Rollerskates, Rollerblades, Skateboards, & Scooters:** No roller activities allowed in the building – ONLY outside.
- s. **Beverages:** All beverages served shall be a light color. A tray must be under coffee and kool-aid servers to prevent dripping on the floor.
- t. **Decorations:** Decorations in the sanctuary shall be limited to flowers, bows and ribbons. No thumb tacks, nails, screws, wire, tape or hooks may be used at any time. All flowers, cut or potted, must be in waterproof containers. Tacks, scotch tape, masking tape, screws, wire and hooks are not to be used on furniture, walls or any wood surface.

II. APPLICATION

- a. **Five (5) Day Advanced Notice:** The use of the church facilities by non-church groups shall be scheduled through the church office at least five (5) days in advance.
- b. **Qualified Applicants:** Applicants must satisfy the church office that:
 - 1) They are responsible persons and officially represent the responsible organization.
 - 2) They will guarantee orderly behavior and will underwrite any damages due to their use of the facility.
 - 3) Their program is on a nature suitable for presentation in a church facility.
 - 4) The activity is lawful and in conformity with regulations of the church administration.
- c. **Written Confirmation of Reservation:** Upon accepting a reservation for the use of church facilities, it shall be the responsibility of the church office to confirm such reservation in writing, and to advise the applicant of the responsibilities and obligations of the group and of fees payable before the use of the facility.

III. RESPONSIBILITY OF APPLICANT

- a. **Accountability:** The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations.
- b. **Proper Supervision:** All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of facilities, meeting group at arranged door, vacating premises at arranged time, and returning the facility and/or equipment to the order and condition in which it was found.
- c. **Hold Harmless:** The applicant must agree to save and hold harmless the Rockford Reformed Church, and must agree to assume responsibly of all liabilities arising incidental to the use of a church facility, it being understood and agreed that the Rockford Reformed Church assumes no obligation respecting the use of such facility.
- d. **Restriction:** The applicant must agree to assume all responsibility for the use of the facilities and observance of regulations.

IV. RENTAL AND PERSONNEL RATE SCHEDULE

a. Priority Use:

Group I – Rockford Church members for private use

Group II – Community individuals/groups for private use (Church **not** available on holidays for Group II)

b. Rates for Four Hour Facility Use: (payable in advance)

	Group I	Group II
Wedding (Sanctuary)	\$ 50.00	\$500.00
Sound Tech (Wedding)	\$100.00	\$150.00 (Rehearsal & Wedding)
Custodian (Sanctuary Wedding)	\$100.00	\$150.00
Wedding Reception (FLC)	\$ 50.00	\$100.00 (maximum seating 250)
Kitchen	\$ 50.00	\$100.00
Custodian (Wedding Reception)	\$200.00	\$250.00
Use of Church Dinnerware	\$ 50.00	\$ 75.00
Sound Tech (FLC Reception)	\$ 50.00	\$ 75.00 (If using our equipment)
Classroom/Fireside Room	\$ 25.00	\$ 50.00
Fellowship Hall	\$ 25.00	\$ 50.00
Family Life Center	\$ 50.00	\$100.00
Funeral	\$ -0-	\$100.00 (50-100 people) \$150.00 (101-200 people)

c. All members who are given a key, must sign the **Key Responsibility Form (Form 5-K)**, which acknowledges the replacement cost, should the key become lost.

d. A **\$50 key deposit is required for all non-members** using the Facility for a short time, when a key is required. Deposit will be returned if key is returned to the Church Office within 48 hours (business days). Long-Term users will sign the form without a deposit and the loss of a key is addressed in their contract.

e. **All Church Events are to end by 10:00 P.M.** unless an overnight event has been approved by the Administrative Board.

f. **Security Deposit:** A \$250.00 security deposit is required from all Group II (non-member) one time users of the facility. Any repairs or extra cleaning that need to be done, will come out of this deposit. If additional costs occur, you will be charged additional fees. Your check will be held until your event is over and returned to you if the building was left as you found it. Groups using the facility on a long-term basis will sign a contract, which commits to a reimbursement of damages, should they occur. Depending on the length and type of use, a certificate of liability insurance may also be required (see 1-F).

g. **Lost Key:** Person(s) responsible for a lost key will be liable for re-keying of the entire building. (Approx. \$750.00).

h. **Community activities for youth** will have no charge if the Administrative Board considers the event a community outreach function.