



## FACILITY USE POLICIES

### RESERVING THE FACILITY

In order to reserve any part of the facility, you must fill out the *Facility Use Request Form*. We only allow members of Redemption Hill Church to use our facilities. If you are not a member, please visit <https://rhccartersville.com/membership>, if you are interested in being a member. Reservations must be made at least 14 days ahead of time. A church staff member will make arrangements with you regarding access to the building. Event cancellations should be submitted via email to [jmerida@rhccartersville.com](mailto:jmerida@rhccartersville.com) as soon as possible. Redemption Hill Church reserves the right to cancel any event due to unforeseen circumstances, as well as the right to disallow access to the building to any person or group who has violated these policies. We also will not promote your event on any of Redemption Hills' social media platforms. All advertising of your event is up to you as Redemption Hill is not a sponsor of your event.

In case of an emergency during your event, please text one of the following individuals:

Tony DiCara, Elder	609-284-1396
Jillian Merida, Administration	404-772-3929

\*Typically, requests should be made for one time/short term events such as parties, weddings, showers, etc. If consistent, long term usage is requested, the elders will review the requests on a case by case basis.

### AVAILABLE AREAS

Following is a list of the areas of our facility that can be reserved. You should only access the parts of the facility that you have reserved in advance. Other areas may be reserved by another group and should be considered off-limits.

#### ***The CAFE***

The Cafe is a small gathering area in the front of the building where we have limited kitchenette space. There is a small refrigerator and counter space. There are also several cafe style tables and chairs.

#### ***RHC Kids (Babies, Toddlers & PreK rooms)***

There are several rooms in RHC Kids that could be used for childcare. Rooms are typically outfitted with kids furniture and age-appropriate toys. All three rooms are of the same size (maximum capacity of 25 children each).

#### ***Worship Space***

Our Worship Space has a stage, plus seating for 200. The space can comfortably fit (15-20) 60" round tables with 8 chairs each. If any of the sound/lighting equipment or stage equipment will be used, a trained technician is required to be present, and a tech fee of \$50/hour will be charged for your event.

#### ***Lobby***

The Lobby contains a small seating area, a small welcome desk area, and minimum capacity for people.

## FACILITY USE POLICIES (CONT.)

### AUDIO/VIDEO

A trained Redemption Hill technician is required for all events requesting sound, lighting or multimedia presentations. In the Commons and Sanctuary, only the preset lighting may be used without having a technician present. Based on the scope of your event, more than one technician may be required. There is an additional fee for this service of \$50/hour. Setup and sound checks must take place during the reserved time frame. You are responsible for contacting the trained technician and making arrangements with them. For a list of trained technicians, please reach out to Tony DiCara at [tdicara@rhccartersville.com](mailto:tdicara@rhccartersville.com)

### FOOD AND BEVERAGES

Food and drink items may be catered through an outside vendor. Please wash, dry and return all kitchen items used to their original location and wipe down any counters and tables used during your event.

### DECORATIONS

Decorations are not provided by the church. Painters' tape is to be used only on painted surfaces.

### SETUP, TEARDOWN & CLEANING

You are welcome to use the furniture in the room(s) you have reserved, as well as other equipment that was reserved; however, those hosting the event should perform any set up and teardown. To assure that the facility is left in its original condition at the conclusion of the event, **please adhere to the following cleaning instructions:**

1. Return all furnishings to their original positions.
2. Remove all decorations from the walls and trash from the floor. There are vacuums available in the closets in the foyer.
3. Wipe up all spills and wipe down all tables used.
4. Remove all event materials from the space.
5. Empty all trashcans that were used during your event, placing the bags in the Rolling garbage cans behind the fence on the side of the building.
6. Turn off all lights and ensure all exterior doors have been locked.
7. If you obtained a key via our lockbox, return the key to the lockbox immediately following your event. If you had a key checked out to your for this event, please return the key within 5 business days.

\*A fee of \$200 will be charged to you if the facilities are not left clean after your event. This fee will be for cleaning the building.

### PLEASE COMPLETE THE BUILDING REQUEST FORM ONLINE

\*Copy and paste this link into your browser

<https://rhccartersville.churchcenter.com/people/forms/785565>