

Policies and Procedures for RCC Facility Requests

1. Anyone wishing to use any of the facilities at RCC must fill out a Facility Request Form. These can be picked up at the church office during regular office hours or printed from our website at www.rccchurch.org. Once this form is completed, you may turn it in to Sarah in the church office during office hours or fax the completed form to 919-266-7003. Reservation submitted by Friday of each week will be reviewed the following Tuesday. For reservations being placed less than 1 week before the event date requested, please call (919) 266-7000 ext. 10. To have a better chance of availability, we request that you turn your form in at least 2 weeks before the event. Please do not assume that because you have turned in a request you have the facility reserved. You will be contacted and informed as to the availability of the facility once the form has been reviewed. Due to many requests for use of the facilities, no one is exempt from these procedures. Please do not assume that your ministry automatically has use of a facility. Please do not ask any of the pastors for use of a facility. They do not handle scheduling facilities.

2. There will be no set-up for activities that are not RCC church wide events

3. There will be a charge for all non RCC events

4. After use of the facilities, you will need to do the following:

Vacuum

Cut air back

Take out trash

Make sure facility/facilities you use are left clean

Turn off all lights

Lock doors

5. If you use the kitchen, the following additional things must be done:

Sweep floor and mop if there are any spills

Wash, dry and put away any utensils you use

Make sure countertops are washed off

Do not leave any food on countertops or in refrigerator

Take trash to dumpster and put new bag in trash can(s)

A printable checklist is available on the website

6. When filling out facility request, be sure to include all information i.e.: time you need to get into the facility, time you will be leaving (these times should include set up time and clean up time)

7. Please read the request form carefully. There are specific items asked for in each space. Please answer appropriately and completely.

8. If set up is required, a diagram of the set up must be included on the back of the Facility Request Form.