

ROCK BRIDGE CHRISTIAN CHURCH

(Disciples of Christ)
301 W. GREEN MEADOWS ROAD
COLUMBIA, MO 65203
(573) 442-9592

FACILITY RENTAL POLICY AND GUIDE

Rock Bridge Christian Church's sanctuary, narthex, fellowship hall and meeting rooms are available for rent.

Fees

Sanctuary:

| | |
|----------|-------|
| Half day | \$100 |
| Full day | \$300 |
| Evening | \$200 |

Narthex:

| | |
|----------|-------|
| Half day | \$50 |
| Full day | \$100 |
| Evening | \$75 |

Fellowship Hall:

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|----------|-------|
| Half day | \$100 |
| Full day | \$200 |
| Evening | \$150 |

Children's Sanctuary or Board Room:

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|----------|-------|
| Half day | \$50 |
| Full day | \$100 |
| Evening | \$75 |

Kitchen (add on): \$50

Nursery (add on): \$25

Storage Space: To be negotiated on a case-by-case basis.

Fees must be paid in full at least one week prior to the date of the rental unless otherwise discussed.

A discount of \$50 will be applied for each additional space rented within the church (i.e. sanctuary and fellowship hall for half-day is \$150). RBCC reserves the right to rent space to multiple groups on the same day. The only way to secure exclusive use of the church is to rent all spaces (with applicable discounts).

Required rental fees may be reduced with approval of RBCC's Executive Committee.

For Profit Groups

For profit business and group fees are set at 10% of the proceeds generated by use of the space or by fees described above, whichever is greater.

Nonprofit and Neighborhood Groups

The Executive Committee will especially consider requests to reduce or waive fees for groups that fall within RBCC's outreach interests. Neighborhood groups and nonprofits may be asked to contribute a minimum \$50 donation to help cover utility usage costs.

Church and Member Usage

Scheduling priority will be given to Rock Bridge Christian Church activities and events first, then to member usage, then to non-member usage. Rock Bridge Christian Church members may use the facilities at no charge for celebrations and milestones (weddings, memorial services, anniversaries, etc.). Christian Church (Disciples of Christ) groups may also use the facilities for meetings and educational events at no charge unless there are fees associated with event attendance. Other activities hosted by RBCC members or by the wider church will be subject to the policies above. The church reserves the right to cancel or reschedule events.

Reservations and Deposit

Reservations must be made through the church office by calling 573-442-9592 or emailing rockbridgecc@gmail.com. A **refundable deposit of \$50** is required to secure the date on the church calendar. This deposit will be returned within 10 business days if there are no damages to church property and no excessive clean-up is required. For repeat renters, the deposit will be deducted from future rental costs.

Set Up

Renters may utilize and rearrange existing RBCC furniture. A sound system is available in the sanctuary. Renters are responsible for any alternative or additional items used and for returning furniture to original places.

Guidelines

1. Renters are to follow the most current safety recommendations and health-related best practices put forth and regularly updated by the CDC and state and local health officials. These include but are not limited to social distancing, wearing masks and thorough cleaning.
2. Renters are responsible for set-up and clean-up. The building and grounds are expected to be left in the condition in which they were found, and groups are to limit their activities to the designated space they are renting.
3. Smoking is not allowed inside the buildings. Cigarette butts are not to be discarded on the ground surrounding the buildings.
4. Renters should follow the guidelines posted on the door of the kitchen.
5. The expense for damage to church property caused by the renter or someone in the renter's party will be deducted from the renter's deposit. Damages in excess of \$100 will be billed to the renter. If excessive clean-up is required, the cost will be deducted from the deposit at a rate of \$25 per hour.