

## **Rockford SDA Church Rental/Usage Process**

1. All requests for a usage of a portion of the church facilities must complete a request form. Fully completed request forms are to be submitted to the Pastor, Head Elder, or Church Clerk for board approval.
2. The Church Board meets monthly and will grant or deny approval by vote.
3. Fees & Deposits for Gym/Fellowship Hall/Kitchen are payable in advance.  
*(activities planned by one of the church ministries are exempt from fees)*
  - Rockford SDA members                      \$10 per hour plus \$100 deposit
  - nonmembers/others                              \$20 per hour plus \$200 deposit
4. A deacon/deaconess will be assigned to unlock doors and deactivate the security alarm at the time the event starts (no keys will be given out); and ensure that the facility is secure and locked following the event.
5. A temporary security code may be assigned for each event, to allow the alarm system to be activated once the event is completed.
6. Individual or group will complete the “Checklist Upon Leaving” duties
7. The deacon/deaconess will inspect the facility after the event for full or partial return of deposit & assign cleanup duties if needed .
8. The remaining deposit will be returned along with an explanation of any deductions.