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## Guidelines for SCF Facilities Usage That are not part of SCF Ministries

**Sunriver Christian Fellowship** has an active ministry to children, youth, adults, and seniors. Its primary purpose is to carry on the ministry of the local church. Its programs and people are the top priority when it comes to building use. However, **Sunriver Christian Fellowship** still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Managing Board. The Church Administrator manages building use. No commitment for building use is finalized until the *Facility Use Agreement* has been completed, signed, and executed by the Church Administrator.

**Sunriver Christian Fellowship** has a number of long-standing relationships with several community organizations. Availability for usage is limited but can be considered. Local organizations and individuals can use our facilities for one-time or short-term usage. When possible, we attempt to make our facility available for such groups. Our first priority is to the programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use our facilities must not advertise the event in such a way as to imply endorsement by SCF. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of SCF and its founding denominations.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage and Impact Fees
- Fees for Pastors and Staff Services
- Rules and Regulations of the Managing Board
- *Facility Use Agreement* Form (Available online at <https://sunriverchristianfellowship.org/facility-use-agreement/>)
- *Release and Indemnity Agreement and Proof of Liability Insurance* Form (Available online at [https://sunriverchristianfellowship.org/\\_\\_\\_\\_\\_](https://sunriverchristianfellowship.org/_____))

### Steps to Facility Use Scheduling

- Fill out a *Facility Use Agreement* online. One is included in this guide.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- The *Facility Use Agreement* will be forwarded to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.
- Complete the *Release and Indemnity Agreement and Proof of Liability Insurance* form at least 14 days prior to your event.

## Fees for Facility Usage

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

**Type A:** Receptions and Special Events

**Type B:** Educational and other activities that are considered an extension of our ministry as evidenced either by

our financial support or application through our Managing Board

**Type C:** Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

ROOM	Type A	Type B	Type C
Sanctuary	\$60.00	\$30.00	\$60.00
Fellowship Hall	\$100.00	\$50.00	\$100.00
Fellowship Hall Kitchen	\$50.00	\$25.00	\$50.00
Reception	\$100.00	\$50.00	\$100.00
Coffee Bar	\$50.00	\$25.00	\$50.00
East Meeting Room	\$50.00	\$25.00	\$50.00
Piano Maintenance Fee	\$50	\$50	\$50
Outdoor Spaces	\$0	\$0	\$0

Fees are based on one segment of time (Morning, Afternoon, and Evening).

IMPACT FEES	0-20 people	21-99 people	100+ people
Minimal Set Up	\$50.00	\$75.00	\$100.00
Substantial Set Up	\$100.00	\$150.00	\$200.00
Cleaning Fees	\$25.00	\$50.00	\$75.00

Impact fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.



# SCF PASTORS and STAFF SERVICES DONATIONS

## Sunday Worship Services

- SCF Pastoral Staff – compensated through their normal salary.
- SCF Member Retired Pastors – compensated at the current rate of \$150 per worship service.
- Guest Celebrants and/or Preachers – compensation varies according to the arrangements made with each guest celebrant or preacher.

## Weddings & Funerals/Memorial Services

- Non-SCF Member Fees:
  1. Facility Fees and Scheduling – see “SCF Facility Usage Policy” for rental arrangements and fees.
  2. Weddings & Funerals/Memorial Services
    - SCF Pastoral Staff: (the following fees are applicable to services either at SCF or off-site; the participating pastor is free to adjust or waive any of the fees if they wish.)
      - a. Weddings
        - ✓ Premarital counseling & materials, ceremony rehearsal, and ceremony \$300
        - ✓ Wedding rehearsal & ceremony or only the wedding ceremony \$150
      - b. Funerals/Memorial Services (either at SCF or Off-site)
        - ✓ Graveside or Disposition of Ashes \$100
        - ✓ Funeral or Memorial Service \$200
    - SCF Member Retired Pastors Individually set
    - Keyboardist (Weddings or Funerals/Memorial Services)
      - a. SCF Associate Pastor \$75 (to be paid directly to him)
      - b. Other SCF Keyboardist Fee set by each keyboardist and to be paid directly to him/her.
    - SCF Sound System Tech  
\$75 (paid directly to him/her) Per Event (2 hours)
    - Video Tech (if requested)  
\$75 (paid directly to him/her) Per Event (2 hours)

## Rules and Regulations of the Managing Board

### **Regarding Breakage / See Release and Indemnity Form**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been subjected to more than normal wear and tear by the persons or group involved.

### **Room Setups**

All rooms have been designated with a standard room setup. Tables must be set up by SCF personnel only. The Church Administrator will provide each group with a diagram of this standard for the room they are interested in using. Any setup changes requested by the group are subject to approval by the Church Administrator and are considered in the calculation of Impact Fees noted above.

### **Keyboard and Piano Use**

Permission to use the keyboard or piano must be granted by the Church Administrator. Donation for usage \$50 goes to Sunriver Music Festival. Piano to remain in current location on the platform (special needs will be considered) If tuning is requested, use either Dana Christenson or Brian De Tar at the renter's expense. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

### **Sanctuary Sound and Video System**

The media systems are available upon request. The systems may be operated by the Church Sound/Video Technicians (at a cost of \$75.00 per event up to two hours), or by technicians pre-approved by the Church Administrator. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

### **Non-Smoking Policy**

No Smoking is allowed in the building or on the grounds per SROA rules. Violation of this rule is sufficient grounds for a staff member to immediately withdraw any group's use of the facilities and/or to deny use in the future.

### **Alcohol Policy**

The serving, consumption, or use of alcoholic beverages shall not be permitted. This includes the outdoor areas and parking lots.

### **Games of Chance**

Games of chance are not permitted.

### **Supervision of Children and Youth**

This church has adopted the policy of Safe Sanctuaries for children and youth. Organization requesting use of the building where childcare will be provided must show at least one adult has a current First Aid and CPR certificate. Childcare, if needed, will be provided by the organization requesting use of the building. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention. Adults must agree to a background check.

Any questions regarding this policy should be directed to the Church Administrator.

### ***Childcare Usage***

Childcare usage is available by arrangement prior to the event by contacting the Church Administrator. Our safety standards require that two care providers must be present to operate the facility. At least one of these must be a qualified caregiver as stated in the *Supervision of Children and Youth* section; both must be adults over the age of 18.

### ***Food and Drink***

There is no food or drink allowed in the Sanctuary except capped water bottles. All other food and drink requires approval in advance as noted in the *Facility Use Agreement*.

### ***Decorations and Signage***

Nothing may be attached to the walls, doors, and light fixtures. Signs and Decorations should be free standing.

### ***Starting and Ending Times***

8:30 a.m. - 9:00 p.m. as a general guideline. The building must be completely cleared not later than 9:30 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and may be subject to a surcharge.

### ***Kitchen***

Use of the kitchen is permissible for fully catered events only. Food preparation and cooking in the kitchen is not allowed. Regulations set by county health department.

### ***Emergency Scheduling Conflicts***

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

### ***Recycling***

Recycling is a policy of our church. Recycling containers are available for your use. Every organization is responsible for complying with this policy.

### ***Storage***

All organizations using the facility will be responsible for storing props and accessories offsite.

### ***Bicycles and Skateboards***

No bicycles or skateboards are allowed inside the church facility. Bicycle racks are provided on the East side of the building.

### ***Parking***

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking shall be restricted to the areas shown on the attached parking lot map. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### ***Security***

*Our church works to maintain a safe and secure environment within the facility. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.*

### ***Final Decisions***

***In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or a delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.***





# Parking Lot Map