

FAQs for River Community Room Rental

+ What is the capacity of the Community Room?

200-250 seated at tables. (Rectangular, 12 foot tables available)

+ Who can rent the facility?

Churches & other non-profits Groups for meetings.
Regular attenders of River Church.

+ How do I find out if it's available for my date?

Contact River Church. Our office hours are 8am-1pm M-T-W-F. **Dates are not reserved until paperwork is completed and security deposit received.** Phone: (717) 436-8507 or email: riverchurchjc@gmail.com Leave a message and it will be returned as soon as possible.

+ What are the guidelines for use?

Some of the major guidelines are: No alcohol allowed, nothing that would compromise our church values will be permitted, and no gambling. If you desire more information, you can request a complete list of guidelines.

+ What is the price of renting the facility?

Security deposit of \$80 for package or \$40 for hourly rentals (**hourly rentals do not include use of kitchen or dumpster**)

Pricing is based on usage:

- We have party packages available (\$120-\$175 based on party size & number of hours needed)
- Wedding packages (includes Friday evening prior to Saturday event, \$220-\$300 based on party size).
- We also have special pricing for churches & non-profit groups.

+ What forms do I need to fill out or provide?

A rental application (provided by River Church)

A Church facility use form (provided by River Church) - this form will give you all the guidelines (rules & regulations) for using our building. You will need to read and initial each bulleted point to show you understand the guideline and agree to comply.

A Hold Harmless Agreement (provided by River Church)

You will be required to provide a **Certificate of Insurance** (sometimes this can be obtained from your homeowner's insurance or you may need to purchase Event Insurance for your rental date(s))

+ What is included in the price?

Use of the Community Room, our tables (all tables are rectangular) & chairs may be used for no additional charge. If you are using a party or wedding package, use of kitchen & dumpster is included. If you are allowed use of the kitchen, you may also use the ice machine and any dishes/trays/pitchers, etc that are in the kitchen but are not labeled as property of the Senior Center.

+ How do I get my security deposit back?

Along with your rental paperwork, you will be given a cleaning checklist. We expect you to clean up any areas that were used. Any cleaning we need to do following your rental event will result in a \$20/hr reduction in the refund of your security deposit (for example: if we need to spend 2 hrs cleaning after you use the building we will assess you \$40 & you will receive \$40 back of your security deposit). Any refund that is owed to you of your security deposit will be returned to you by mail in 1-2 weeks following your event. If any part of your security deposit is kept, you will receive an invoice explaining the charges.

+ Are there any other fees?

The only fees that would be assessed after your event would be from cleaning that went over 4 hr (which would take all of your security deposit) or for anything that was broken or damaged during your event. If an additional fee is assessed, you will receive an invoice explaining all charges.

+ Miscellaneous Information

For more complete information, to reserve a rental date, or to tour the facility to see if it suits your needs, call the church during regular office hours or send an email and someone will get back to you. **Please note: this is for our Community Room only. We do not rent the church building to the general public.**

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