

## Reversing Falls Sanctuary Building Use Policy

### **Purpose:**

*At Reversing Falls Sanctuary, (RFS), we strive to create a sacred, welcoming space that:*

- *Builds a community where every story is honored*
- *Supports artistic expression*
- *Models and inspires care for Earth, our common home*
- *Encourages the inner journeys of all*

The building, owned by the United Methodist Church, has its day-to-day facility operations managed by the Reversing Falls Sanctuary Board of Directors. While priority is given to RFS programs and events, building use is open to other individuals and groups. To support our mission and provide a safe sanctuary space for all individuals, including children, free from bullying, harassment and intimidation, the RFS Board of Directors requires all users to abide by the Safe Sanctuary Policy and report any incident to the RFS Board President.

### **Procedure:**

Facility use may be assigned after completion of a Building Use Application submitted to the Program Team for approval.

The Program Team will notify the Board of Directors of all approved events. Any deposits/fees/rents are to be paid prior to building use unless other arrangements are made.

The building rent is \$25/day, \$5/hour. Cleaning fees may also be charged.

New users of the building will meet with the building manager prior to use to review specifics such as heat systems, lights, parking regulations, snow removal, trash disposal, and the operation of miscellaneous equipment. Users are responsible for damage or loss to the building and associated goods, furniture, and equipment.

Those seeking to use the gallery space will be trained in specifics of the hanging and lighting systems.

It is generally expected that the building will be left in the same condition as found when first entered. This may entail but is not limited to:

- sweeping/vacuuming
- putting chairs/tables away
- washing dishes

### **Prohibited:**

\*Changes to physical structure including/not limited to tape on walls, screws, nails, staples, or decorations without prior approval.

\* Use by groups/individuals promoting illegal acts or contrary to the stated mission of RFS

\* Use of candles without prior approval

\* Loud music after 9pm

\* Smoking on the property

\* Use by groups larger than 80

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**APPLICATION FOR USE OF REVERSING FALLS SANCTUARY FACILITIES**

Name/Organization:

Description of Event:

Date(s)/Time:

Describe how your event supports the mission of RFS.

Name/Address/Phone/e-mail of person requesting facilities:

Program Team Action:

RFS Liaison for this event: