

# Reversing Falls Sanctuary Building Use Policy

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

- *Builds a community where every story is honored:*
- *Support artistic expression*
- *Model and inspire care for Earth, our common home*
- *Encourage the inner journeys of all*

## **Purpose:**

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 for approval. Any deposits/fees/rents are to be paid prior to building use unless other arrangements are made.

## **Rental Fees:**

*100% of fees collected and donations collected supports Reversing Falls Sanctuary. Fees may vary slightly, depending on the exact nature of your event and the discretion of the RFS Program Team or RFS Board of Directors. Fee negotiations may be made with the Building Use Coordinator.*

New users of the building will meet with the building use coordinator prior to use to review specifics of the sanctuary use. Users are responsible for damage or loss to the building and associated goods, furniture, and equipment.

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 and putting chairs/tables away or washing dishes

***Parking is limited.***

### ***Private events/parties***

- *\$85 per half day rental (less than 4 hours)*
- *\$150 per full day rental (more than 4 hours)*

*Community events (private or public; free or fee based; one time or recurring)*

- *\$20.00 per hour*

## **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

Alcohol is only permitted with permission by the RFS use coordinator.

Revised: March 2024

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APPLICATION FOR USE

**Name/Organization: Description of Event:**

**Date(s)/Time:**

**Description:**

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

**Notes:**

