

Sanctuary/Auditorium Room, Tech, & Musician Request Policies

Sanctuary/Auditorium Usage

1. You must go to the “Event Request” under the “Events” Tab on the main menu bar at www.riverdalechurch.com and fill out the form information included on the event request page.
2. Ideally, Riverdale leadership would prefer to have 6 weeks notice if any party, ministry, or individual is requesting usage of the Sanctuary or Auditorium for an event, wedding, concert, or personal use. However, we also understand that you may not have all the details 6 weeks out. So, *at the least* we need 4 week notice of your request. Anything less than 4 weeks notice, may make it difficult for us to accommodate your event/tech/music needs appropriately.
3. Whoever uses the Sanctuary or Auditorium for an event will be responsible for putting the room setup back to the way it was (tables, chairs, stage, etc.) and picking up your trash left behind. Our cleaning crew will vacuum, clean, sanitize afterward.
4. Payment for use of the Sanctuary or Auditorium may be applicable depending on the type of event you are planning.

Tech/Sound Needs

1. If a party, ministry, or individual is requesting usage of the Sanctuary for a ministry event, concert, or wedding, they will be provided with a tech team organized by the worship director depending on the needs of the event. (*For the sake of protecting operating the tech equipment correctly, you may not use*

someone else who has not been approved by the worship director to run any of the tech equipment for your event.)

2. You must go to the “Event Request” under the “Events” Tab on the main menu bar at www.riverdalechurch.com and fill out the form information included on the event request page.
3. Need *at least* 4 weeks notice.
4. Payment for the tech team may be applicable depending on the type of event you are planning.

Worship Leader/Worship Team/Musician Needs

1. If a party, ministry, or individual is requesting usage of the Sanctuary for a ministry event, concert, or wedding, and is need of a worship leader or worship team, you must use the “Event Request” under the “Events” Tab on the main menu bar at www.riverdalechurch.com and fill out the form information included on the event request page.
2. *At the least* we need 4 week notice of your musician requests. Anything less than 4 weeks notice, may make it difficult for us to accommodate your event/tech/music needs appropriately.
3. Payment for the worship leader/worship team/musician may be applicable depending on the type of event you are planning.

What We Need From You

1. Depending on your tech/musician needs, we will need the following information from you at least a week before the event start date:

- Media - any videos, pictures, mp3 music, song lyrics, message notes, visual aspects that would need to be projected on our screens.
- Lighting - any specific stage lighting or room lighting you might need for the event.
- Tech/Music equipment - any mics, instrument cables, cameras, Facebook live, youtube live details/login,
- Specific needs for any musicians/speakers you may be bringing in. (music stands, water bottles, etc.)