

ROLCC Facility Usage Policy

Eligibility

We welcome all events that reflect Christian principles and values to use the facility. However, ROLCC will not allow events to be held on the premises with political agenda or sponsored by non-Christian religious groups.

Priority

Church sponsored events have first priority over other events. ROLCC reserves the right to deny the usage of its facility to any individual or organization.

Rental Fee Exemption and Rules

Events that fall under one of the following categories are exempted from rental fee.

- Events sponsored by ministry teams, centers, zones and cell groups for the purpose of outreach to the community, spiritual revival, Christian education, and Christian fellowship.
- Church sponsored events and/or organizations (approved by Executive Pastoral team) for community service such as food bank, cancer society, etc.

All other events or organizations will not be exempted from facility rental fee, unless specifically approved by EPT. Such approval will be considered on case by case basis.

When ROLCC agrees to officially sponsor an event that is organized by a non-member, a suggested donation will be asked to cover the operating cost.

For non-ROLCC-sponsored events that are organized by ROLCC members, the event will enjoy a 50% discount off the regular rental fee, while all rental rules and regulations (specified in Facility Rental Policy and Facility Rental Agreement) still apply.

Facility Reservation Procedure

1. Reservations are accepted no more than 6 months and no less than 30 days in advance (except those approved by the Executive Pastoral Team).
2. If the events are qualified for rental fee exemption, fill out the Room Reservation form only; otherwise, the Facility Rental Agreement form is needed for the application (provided by the office manager only).
3. Application must be filed in person directly to the church office manager. Reservation requests through other means will result in delaying the application process.
4. Please obtain a copy of the Facility Rental Policy from the church office or website. The policy contains useful information regarding the rules and regulations in using the ROLCC facility.