

SALEM BAPTIST CHURCH **FACILITY USE POLICY**

Salem Baptist Church welcomes the use of its facilities for any responsible, Christ-honoring function. All events must be in accordance with the beliefs of Salem Baptist Church and its doctrines. These guidelines are designed to prevent any abuse of the facilities and property. **Salem Baptist Church, its staff and members are not financially responsible for security, thefts, or accidents of any nature incurred during the use of the facilities. This is a large facility - do not leave valuables unattended at any time.**

Emergency functions (i.e. funerals) and/or member functions have priority of scheduling unless another function is already scheduled on the desired date. None of the facilities may be used for political functions or fund-raising purposes. **(See Note)** Religious, humanitarian, or educational functions that are sponsored and approved by a recognized non-profit organization are allowed. The church and its members reserve the right to refuse the use of the facilities to any group or person for any purpose that it deems inappropriate without any explanation. The Building & Grounds Directors must pre-approve all proposed events under the guidelines listed. Their decision will be final.

NOTE: Only Salem Baptist Church groups may use the facilities for fund-raising functions except by the approval of the Building & Grounds Directors.

All functions must be scheduled a minimum of two weeks in advance with the church office. An adult (21 years or older) must reserve the building and must also be present and in charge of the event. Please schedule a time to pick up your form at the church office (336-374-4419). A 25% deposit and completed application form must be returned before a date can be guaranteed. The deposit is fully refundable if the scheduled event is cancelled by contact with the church office before one week of the scheduled date. Eligible refunds will be issued by the church office within two weeks of the cancellation. At no time may any property (furniture, fixtures, equipment, utensils, etc.) of the church be removed from the buildings for any purpose unless prior approval is received by the Building & Grounds Directors. All participants must abide by the attached list of rules for the use of the facilities.

MEMBER USE OF FACILITIES

Members wishing to use the facility for non-church functions must submit a completed facility use application form to the church office to guarantee the scheduling of an event. Only active church members are exempt from any associated fees for the use of the facilities. Any excessive cleaning or damages to the facilities would be billed to the member to compensate the church for the resulting repairs or cleanup. A clean-up fee of \$100.00 will be charged unless the member agrees to thoroughly clean the areas used and return everything back to its original setup.

Note: Please be aware that the use of the facilities to members is a privilege but there is a cost associated with use to the church. Donations are appreciated and will be used for the upkeep of the facilities.

NON-MEMBER INDIVIDUALS, PRIVATE GROUPS, AND NON-PROFIT ORGANIZATIONS USE OF FACILITIES

Individuals, private groups, and non-profit organizations not directly associated with the church must submit a completed application form prior to the guaranteed scheduling of an event, a non-refundable clean-up fee of \$100.00, and all associated fees as outlined under the fee schedule below. Any excessive clean-up or damages to the property of the church will be billed to the group in care of the financially responsible contact person. This billing would be in addition to the pre-paid fees.

WEDDINGS

Only active church members or their immediate family (children or grandchildren only) are exempt from the associated fees for the use of the facilities for weddings, receptions, and rehearsals. Members must submit a completed facility use application form to the church office to guarantee the scheduling of the wedding. A clean-up fee of \$100.00 per building is required for members *unless* the member agrees to thoroughly clean the areas used and return them to their original set-up and condition. **If the sound system is used, only a member of the Salem Baptist Church Audio/Visual Committee is allowed to operate the system. Both members and non-members are responsible for this fee. (See fee schedule below)**

Non-members using the church for weddings, receptions, and rehearsals must pay the full fee(s) (see fee schedule below) in addition to the clean-up fee of \$100.00 per building. A 25% deposit and completed application form must be turned in to guarantee your date. The remaining balance is due no later than one week before the wedding.

The custodial and secretarial staff will make every effort to meet your needs, but they do not work for the wedding party. Please make special note of Rules of Usage #3, #14, #15, and #16.

USE OF KITCHEN

If the kitchen is used, it must be cleaned up and left as found. All kitchen supplies other than cleaning supplies (disposable plates, cups, napkins, drinks, utensils, etc.) are for church functions only.

FEE SCHEDULE FOR FACILITY USE

| <u>AREA</u> | <u>FEE</u> |
|---|------------|
| Main Sanctuary | \$500 |
| Multi-Purpose Building/Fellowship Hall | \$300 |
| Audio/Visual Technician (Reservation for audio/visual equipment must be made at least one month in advance so technician can be secured) | \$100 |
| Single Classroom (Worship Center or Multi-Purpose Building) | \$ 75 |

NOTE: All fees are per diem with the exception of weddings which will be limited to a maximum of two days (i.e., rehearsal and wedding).

RULES OF USAGE FOR SALEM BAPTIST CHURCH FACILITIES

1. The Sanctuary is intended as a place of worship of God, and his son, Jesus Christ, our Lord and Savior. Any use of these facilities must always respect the facility as the House of the Lord.
2. All functions must be scheduled through the church office and approved by the Building & Grounds Directors a minimum of two weeks in advance. Member functions always have priority of scheduling unless another function is already scheduled. A 25% deposit (when applicable) and completed application form must be turned in to the church office by everyone (members and non-members) and approved by the Building & Grounds Directors to guarantee a scheduled date.
3. Although it is the desire of Salem Baptist Church to allow use of the church facilities, the prospect of theft and vandalism warrants the securing of the entrances. Any access must be pre-arranged through the church office to allow for unlocking and alarm shut down. The staff and cleaning service do not work for the users of the facility. All arrangements for deliveries, unloading, etc. for any event must be done during regular church office hours by the user. The church office will not be responsible for nor will it accept any delivery on behalf of the user.

4. Use of the church's musical instruments must be approved by the Music Staff (Music Director, Pianists, Organists, etc.).
5. No open flames allowed unless using dripless candles (no exceptions). No walking or standing with candles.
6. No fixed structures or decorations are allowed in the sanctuary. All structures and decorations must be temporary and free-standing on the floor without bolts, nails, tape, tacks, etc. affixing them to any part of the structure (including carpet, pews, columns, etc.).
7. No sawing, painting or construction allowed inside the sanctuary. This is intended to prohibit nailing, drilling, etc.
8. No cords, cables, ropes, etc. are allowed to be run across the floor in front of the emergency exit doors. (Taping down cords is not allowed per the Fire Marshall.)
9. No electrical wiring (temporary or permanent) is allowed without permission of the Building & Grounds Directors. Installation must be by an insured, state-licensed electrician. The electrician must also obtain the proper permit. (This does not prohibit the use of UL approved extension cords connected to existing outlets and routed properly.)
10. Sound equipment, if provided by the church, shall be operated **only** by a member of the Audio-Visual Committee.
11. Any supplemental lighting or sound equipment used must comply with numbers 8 and 9.
12. Smoking and the use of tobacco products are prohibited in our facilities and on our church campus.
13. No alcoholic beverages are allowed on the premises.
14. Any damage occurring to these facilities or to the furnishings during use is the responsibility of the user. The Building & Grounds Directors will make arrangements to repair the damages with the user being financially responsible for all repair expenses.
15. The use of rice, glitter, real flower pedals, and/or birdseed is strictly prohibited inside the church facilities.
16. Food and beverages will be allowed **ONLY** in the offices, nursery and/or non-carpeted areas of the Multi-Purpose Building.
17. No church facilities may be reserved during scheduled church services.

[All questions concerning these policies should be directed to the Building & Grounds Directors.]

SALEM BAPTIST CHURCH APPLICATION FOR FACILITY USE

Return this form by _____ to guarantee your date.

Name of person or group requesting use of the facilities:

Name of financially responsible person: _____

ACTIVE MEMBER _____ INACTIVE MEMBER _____ NON-MEMBER _____

If wedding, Full name of Bride: _____

Full name of Groom: _____

Name of Officiating Minister: _____

(PLEASE NOTE: Officiating Minister and all music used in wedding service must first be approved by the Pastor of Salem Baptist Church)

Address: _____

Phone Number: _____ Email: _____

Desired date, time, and duration of facility use (include earliest access times and latest departure anticipated):

Areas of facility desired: (check all that apply)

_____ Sanctuary (\$500)

_____ Multi-Purpose Building/Fellowship Hall (\$300)

_____ Single Classroom (\$75)

_____ Audio/Visual (\$100) ******(Request for sound technician must be made at least one month in advance)

Purpose of the event and a brief description of the activities involved: _____

I have read, understand, and agree to abide by the church use policies and agree, upon approval of the use of the facility, to provide the proper deposit. I understand that Salem Baptist Church, its staff and members are not responsible for accidents of any nature incurred during the use of the facilities. I am financially responsible for all repair expenses caused by the user's party. All fees are non-refundable if cancellation occurs less than 1 week before the scheduled event.

Signature of Applicant _____ Date _____

Deposit paid: \$ _____ Date paid _____

Balance paid: \$ _____ Date paid _____

Office Use Only: Application received by: _____ Date received _____ Approved: _____ Not Approved: _____
(By the Building & Grounds Directors)