



## Facility Use and Reservation Policy

Salem allows individuals and groups from within and outside the congregation to use our facility. While the Salem facilities exist first for Salem's worship and ministry, we desire to extend hospitality to our community. Opening our doors to a variety of individuals, organizations, and groups (not for profit) is a way of showing Salem's Christian love to the community.

### RESERVING THE FACILITY

Scheduling of all facility usage, congregational or otherwise, must be done through the Church Office by filling out the Request for Facility Use Form. You can pick up the form from the Church Office, request a form via email from [office@salemchurchcr.com](mailto:office@salemchurchcr.com), or you may access the form on Salem's website at [salemchurchcr.com](http://salemchurchcr.com) under the About Us menu. Reservations must be made 30 days ahead of time. One person from each group requesting to use the facility shall be designated the liaison. The liaison will be responsible for conforming to Salem's policies and will be notified if the facilities are used improperly or are not properly restored to their original condition. Non-members will be assigned a Salem representative for unlocking and locking the building and any other communication.

### AVAILABILITY

The facility is *generally* available during the following days and times:

- Monday – all day
- Tuesday – all day
- Wednesday – until 5 PM
- Thursday – all day
- Friday – all day
- Saturday – until 5 PM
- Sunday – after 2 PM

### AVAILABLE AREAS

#### Fellowship Hall

Salem's Fellowship Hall has seating for 110 people, which includes counter height top tables without chairs around the room. There is no additional fee for using available equipment and furnishings in Fellowship Hall.

The following tables and chairs are available:

- 128 folding chairs
- 4 8' folding resin tables
- 14 6' folding resin tables
- 6 counter height wooden tables (no chairs/stools)
- 3 square wooden tables with 12 chairs
- 3 round wooden tables with 18 chairs
- 1 podium

Fellowship Hall is equipped with a full audio/visual system, including sound system and video projection. The raised stage is 9.5' x 11'.

Access is also available to our state-of-the-art kitchen, complete with two refrigerators, two stoves/ovens, standard kitchen supplies, sink, and serving ware. Commercial dishwasher may only be used by an authorized person. A list of authorized persons can be found in the Church Office. All dishes must be washed and put back in their original place. Kitchen must be cleaned as it was found upon arrival.

Audio and video equipment require trained technicians. If you plan on using this equipment, detail your request on the Request for Facility Use Form, and a Salem trained technician will be assigned to you for a set fee. Setup and sound checks must take place during the rental time frame with a Salem technician.

### Parlor

This welcoming room has a comfortable setting with plush couches and chairs around the perimeter of the room. The size is perfect for a small and intimate gathering. The Parlor is equipped with a television and a DVD player.

### Lower Level Rooms

We have several classrooms/conference rooms available for use on our Lower Level, including a large youth room, complete with a ping-pong table and foosball table.

### **FACILITY COST**

No cost for facility use for Salem members.

No cost for facility use for Salem weddings or funerals.

All other groups are asked to assist in defraying the costs of operating and maintaining the facility through an honorarium.

Audio/Lighting Technician: \$50/hr.

### **WALK THROUGH**

After your event has been approved, you will work with the Church Office to finalize details and for a walk through the facility before your event.

### **CANCELING & RESCHEDULING**

Events must be canceled in writing and should be submitted to the Church Office as soon as possible. If an even requires rescheduling, the Church Office will assist in finding an open date and time in the church's schedule.

### **FOOD AND BEVERAGES**

You may bring your own food in and use the kitchen as needed. Alcoholic beverages may not be consumed on church property, and smoking is not permitted in the facility or within 100 feet of any entrance. No food or beverages area allowed in the Sanctuary.

### **SETUP AND CLEANING**

Chairs and tables are provided. Any desired set up should be specified on the Facility Use Request form, Tables and chairs will be set up by Salem's Building Superintendent The reserving group is responsible for assuring that the facility is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, wiping up spills and removing trash from the floor, emptying all trash into the dumpster west of the building, removing all event materials from the space, and turning off lights and resetting thermostats to original setting. The reserving group will be held responsible for any damage to the building or furnishings.

## **DECORATIONS**

Nothing can be taped, pinned, or nailed to the walls in any room. Any exceptions must be approved by Building Superintendent.

## **ADDITIONAL INFORMATION**

- No deliveries will be accepted by Salem staff for an event. Reserving group must bring all items during the time of setup.
- Children under 12 years old must be supervised at all times.
- Activities must remain in the areas of the facility requested. Other parts of the facility should be considered off-limits.
- The facility's fire exits cannot be blocked at any time, in any way.
- Salem is not responsible for any loss or damage to the private property of individuals or organizations using the facility.
- Reserving group must agree to report to the Church Office any and all accidents which result in a personal injury or property damage.
- Music and dancing are permitted to appropriate music for a church setting, not promoting alcohol/drug use, violence, or sexual behavior. If there are questions as to the content, contact the Church Office.
- Salem reserves the right to disallow access to the building to any rental party or vendor who has violated these guidelines.
- Salem reserves the right to cancel any event due to unforeseen circumstances.
- Salem reserves the right to not accept a reservation if the group/event is not compatible or is contradictory to Salem's mission or vision or to the guidelines of The United Methodist Church.