

**SALEM BAPTIST CHURCH**  
**FACILITY USE POLICY**  
Revised March 2018

**Statement of Purpose:**

Salem Baptist Church buildings will be used as an instrument for *connecting a community to Christ*. The facilities will be used to honor God and to show the love of Christ by making a positive impact in the lives of our church members and our community. The ministry will be directed toward fulfilling the physical and spiritual needs of the church family and surrounding community with activities which are conducive to sharing Christ's love through: worship, fellowship, recreation, Bible study, and community action.

**Specifically:**

1. To develop church fellowship and Christian maturity in church members.
2. To serve as an outreach mission for all people.
3. To practice being Christ's hands and feet by providing community outreach services.
4. To partner with other churches or Christian organizations sharing in community ministries.
5. To respect the facilities in all activities.

**Responsibilities of the Facilities Use Committee:**

1. Work with the Minister of Connections to approve and schedule non-church events.  
The Minister of Connections should be contacted concerning church activities that are not regularly scheduled events, preferably in the planning stages.
2. Review and update all guidelines and forms pertaining to the Building Use Policy annually, or more often if needed. The date of the review will be noted on the form.
3. The Minister of Connections, or a designee from the Facilities Use Committee, will be responsible for the following:
  - (a) Noting the event on the church calendar.
  - (b) Working with the Salem wedding coordinator in scheduling weddings and receptions.  
A Salem wedding coordinator or a designee will be responsible for all weddings and receptions held at Salem Baptist Church.
  - (c) Logging for future reference, all information concerning each non-church scheduled event
  - (e) Contacting and scheduling Building Supervisors and any other personnel when needed, and insuring payment for all necessary personnel for non-church events. Providing the Building Supervisor with a copy of the Building Supervisor Guidelines (Attachment 1).

## **SCHEDULING GUIDELINES:**

### **Procedure and Fees**

The Minister of Connections will coordinate and schedule all activities. This person will ensure the following steps are taken.

- a) Requests for the use of the facilities will be made by filling out a “Facility Use Request Form” (Attachment 3) located in the church office and on the church website [www.salembc.com](http://www.salembc.com).
- b) The request is to be accompanied by a check equal to 1/2 the fee, which will be returned if the request is denied. The balance will be due before the event. (See schedule of fees – Attachment 2)
- c) Any outside group using the facilities will be expected to pay a rental fee, a custodial fee, and a fee for a Building Supervisor.
- d) When a private function is held by a church member, the member will be asked to pay a custodial fee and a fee for a Building Supervisor, if one is required. A donation may be made to defray the costs of utilities, if the member elects to do so.
- e) Use of the Family Life Center will be limited to groups of 50 or more. All room assignments will be based on the number of people expected to attend and if food and beverages will be served.

### **Scheduling Priorities**

Church activities will always take priority in scheduling events.

- The yearly church calendar is kept up to date quarter by quarter. Anything planned beyond the current quarter must be approved by the Minister of Connections.
- Church activities should be scheduled as far ahead as possible, preferably at least 6 weeks ahead of time, which allows time to have them noted on the church calendar and in the church newsletter.
- Non-church events may be “bumped” at the discretion of the Facilities Use Committee. Weddings and receptions are an exception to this rule; dates reserved for these events will be honored.

### **Cancellation Procedure**

Reservations for church as well as non-church activities should be canceled promptly if the facilities are no longer needed.

- If cancellation occurs less than 6 weeks before the scheduled event, fees paid are non-refundable.

### **Saturdays**

All activities/ room set up/ clean-up must be concluded by 8 PM.

- A diagram will be provided for all space set up.

## GENERAL GUIDELINES:

1. Anyone under the age of 18 years old must be supervised by an adult.
3. Anyone using the facilities is expected to dress appropriately. Offensive clothing is not permitted. Shirts should be worn at all times.
4. Alcohol and illegal drugs are not allowed anywhere in the buildings or on Church grounds.
5. This is a smoke free campus. No smoking is allowed in the buildings.
6. All participants must stay in the designated area of the activity.
7. No furniture or equipment will be removed from any rooms without notifying the church office or getting the approval of the Minister of Connections.
8. Prior damage must be reported immediately upon occupancy to insure your group will not be held responsible. Any equipment or building damage is the responsibility of the person or group reserving the facilities and must be paid for by them.
9. Groups must set up chairs/equipment for their own use and leave the facility as it was found, or according to the diagram supplied.
10. No offensive language will be allowed.
12. Electric candles may be used. Use of any other candles must be approved by the Minister of Connections.
13. No food or beverages will be allowed in the gym area of the Family Life Center during sporting events. Players will be permitted to have individual, tightly capped, bottles of **water**.
14. Liability insurance must be on file for all outside groups using church facilities.
15. If music is used, it should be appropriate for use in church.
16. Dancing is not permitted at the church.
17. No gambling of any kind will be allowed.
18. ***Salem Baptist Church assumes no liability for any group/individual using the facilities.***

### **Cancellation Procedure**

Reservations for church as well as non-church activities should be canceled promptly if the facilities are no longer needed.

- If cancellation occurs less than 6 weeks before the scheduled event, fees are non-refundable.

**Signature** \_\_\_\_\_ **-Date** \_\_\_\_\_ **Deposit Paid** \_\_\_\_\_

*Failure to comply with the guidelines as outlined above could result in immediate forfeiture of the current activity and any future rental requests could be jeopardized.*

## ***ATTACHMENT 1***

### **Building Supervisor Guidelines Salem Baptist Church Family Life Center**

- All Building Supervisors should be church members.
- They may either serve as a volunteer or be paid per fee schedule.
- The Building Supervisor is to ensure that all policies and procedures for using our buildings are followed.

#### **Responsibilities:**

1. Be familiar with the church facilities, and all policies and procedures concerning its use.
2. Arrive 15 minutes prior to the scheduled event to open necessary doors.
3. Introduce yourself to the leader of the activity and offer any assistance.
4. After the event, close the building by locking all doors, turning lights off, setting heat/AC per building guidelines, checking bathrooms.
5. Do not allow participants to use any area except that which has been designated for the activity.
6. The office area, stage, music rooms, media, storage and Sunday school rooms are off limits unless prior approval for use was obtained through Minister of Connections.
7. Ensure that participants dress and conduct themselves properly. This includes offensive language or proper clothing/misbehavior.
8. Monitor and stop any unsafe or dangerous activity.
9. Be able to survey and make decisions concerning First Aid.
10. If an emergency warrants it, the Building Supervisor, or his designee will call 911.  
The Building Supervisor will fill out an accident form and will notify the Minister of Connections.
11. Report any building maintenance or cleaning needs to the chairman of the Building & Grounds committee on the appropriate form in the church office.
12. Report any property damage or missing equipment to the church office on the appropriate form as soon as possible.

ATTACHMENT 2



4044 Plank Road, Fredericksburg, VA 22407
tel: (540)786-7320 fax: (540) 786-6463
www.salembc.com

NON-MEMBER REQUEST TO USE CHURCH FACILITY

Name: Phone:
Event Date Today's Date
Name of Group
Address
Contact Name (if different) Phone(Home)
Email (Cell)
Type of Function:
Time: Anticipated size of group:
Will you be charging a fee for participants?
For profit or non-profit event

All wedding requests go to Wedding Coordinator Becky Daniel (540)891-1976

Facilities Needed:
[ ] FLC
[ ] Fellowship Hall
[ ] Kitchen
[ ] Classroom
[ ] Sanctuary
[ ] Nursery
[ ] Other (explain)
Resources/ Equipment Needed:
[ ] Tables (number)
[ ] Chairs (number)
[ ] Other (explain)
[ ] Audio/Visual, Microphone (explain)
(Circle One)
Liability Insurance [Y or N]
Certificate Attached [Y or N]

Non-Member Fees:
FLC (as is) \$500
FLC & Kitchen \$750
FLC with chairs & tables \$1500
Fellowship Hall & Kitchen \$300
Sanctuary \$300
Custodian Fee \$250
Building Supervisor \$300
Media Coordinator \$300
Other (explain)
A deposit equal to 1/2 the fee must accompany an approved request. The remainder of fees must be paid one week prior to the event. If the event is cancelled within six weeks of the event date, the deposit is non-refundable.