

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 its 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 political fundraising purposes. Religious, humanitarian, or educational functions that are sponsored and approved by a recognized non-profit organization may be 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 appropriate 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 fundraising functions except with 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. Facilities and other resources can be requested by completing the online form found at <https://www.salemdobson.com/facilities>. Approval of the reservation is subject to review by church staff and appropriate committees. A 25% deposit fee must be submitted before a date can be guaranteed. The deposit is fully refundable if the scheduled event is canceled by contacting the church office one week before the scheduled date. The church office will issue eligible refunds 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 from 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 will 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 the use of 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. Approval of the reservation is subject to review by church staff and appropriate committees.

WEDDINGS

Only active church members or their immediate family (children or grandchildren only) are permitted to reserve facilities for weddings, receptions, and rehearsals. Exceptions to this policy can be made at the discretion of Pastoral Staff. Applicants wishing to have a ceremony performed at Salem Baptist Church shall affirm Salem's Articles of Faith as outlined in Article IV of the By-Laws of Salem Baptist Church, and must participate in premarital counseling by the Pastoral Staff or other persons who have the appropriate training. Couples must submit a completed facility-use application form to the church office to reserve the facility for the event.

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 Production Team is allowed to operate the system. (See fee schedule below)

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.

FUNERALS

Salem Baptist Church desires to care for its members in time of loss, and will provide the following services for its members when this need arises:

1. Use of the Sanctuary
2. Salem Baptist Church will, through either a Sunday School Class or the Bereavement Ministry, will provide either:
 - a. Food to any member of the family, or
 - b. A meal at the church following the funeral service

The use of the facilities for a funeral of an individual who is not a member of Salem Baptist Church may be allowed, at the discretion of the Building & Grounds Directors and the Senior Pastor.

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

AREA FEE SCHEDULE

Entire Facility	\$2,000
Sanctuary Only	\$1,300
Multi-Purpose Building (Gym) Only	\$800
Sanctuary and Multi-Purpose Building (Gym)	\$1,850
Single Classroom	\$200
Youth Room	\$200
Conference Room	\$200
Audio/Visual Technician*	\$200

*Reservation for audio/visual equipment must be made at least one month in advance so that a technician can be secured.

NOTE: All fees are per diem, with the exception of weddings, which are 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 the 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 shutdown. The staff and cleaning service do not work for the users of the facility. The user must do all arrangements for deliveries, unloading, etc. for any event during regular church office hours. The church office will not be responsible for nor will it accept any delivery on behalf of the user.
4. The Worship Pastor must approve the use of the church's musical instruments.
5. No open flames are allowed unless using dripless candles (no exceptions), and no walking or standing with candles is allowed.
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 are 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 the permission of the Building & Grounds Directors. Installation must be by an insured, state-licensed electrician, who 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 Salem's Production Team.
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 our church campus.

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 petals, and/or birdseed is strictly prohibited inside the church facilities.
16. Food and beverages will be allowed ONLY in the church offices, nursery, and non-carpeted areas of the Multi-Purpose Building.
17. No church facilities may be reserved during scheduled church services.
18. No animals are allowed inside any church building except service animals or by prior approval of the Building & Grounds Directors.

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