



Facility Use Request and Agreement Form

Salem's first priority regarding use of the church facility and equipment is for the church's worship, teaching and church-sponsored activities. The church also recognizes its responsibility to open the facility to other organizations that benefit the community as a whole. These guidelines set forth reasonable rules granting such use of the facility.

Contracting Individual or Organization (User)

Name:

Church Member:

Address:

City:

Zip Code:

Home Phone:

Cell Phone:

Email:

If reserving space "on behalf of an organization or group affiliation", provide the name, address, and phone:

Organization or Group Affiliation:

Address:

City:

Zip Code:

Phone:

Organization or Group Affiliation Type:

Church Sponsored School Non-Profit (501c) Charitable Fraternal

Other (please describe):



Number of People Attending:

Number of Adult Supervisors (if applicable):

What rooms or areas of the church to be used? Check all that apply below.

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary (200) | <input type="checkbox"/> Fellowship Hall (75) |
| <input type="checkbox"/> Main Floor Conference Room (12) | <input type="checkbox"/> Lower-Level Classrooms (10-60) |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Piano |
| | <input type="checkbox"/> Grounds |

Use: One Time Repeat (provide frequency):

Please indicate activities planned during use:

Date(s) of use: Start Date: _____ End Date: _____

Time of day: Start Time: _____ End Time: _____

Hours the area(s) will be in use (including set-up and clean up):

If access to the Kitchen is needed, please provide the purpose:

Certificate of Insurance Received or Waiver of Liability Received:

Schedule of Fees*

	Salem Member and/or Chartered Organization	School or Non-Profit	All Others
Sanctuary	\$0	\$150	\$300
Fellowship Hall	\$0	\$75	\$150
Conference Room	\$0	\$30	\$60
Lower-Level Classrooms	\$0	\$75	\$150
Kitchen	\$0	\$100	\$200
Piano	\$0	\$50	\$100
Grounds	\$0	\$50	\$100
Security/Damage Deposit	\$0	½ Total Usage Fee	½ Total Usage Fee

* Usage fees are for up to 4 hours; prorated fees for additional hours will be added. Any exceptions to the usage fee amounts must be made to and approved by Salem's Church Council.



Agreed Total Fees: \$	as approved by:
Amount of Deposit: \$	Date Received:
Received by:	Check #:
Balance Due (5 days prior to event) Amount: \$	
Certificate of Insurance Received or Waiver of Liability Received:	

Additional Contacts	
Name:	Name:
Phone:	Phone:
Email:	Email:
Any additional contacts, please include a separate sheet with their names, phone numbers and email.	

<u>For Office Use:</u>		
Calendar free on date(s) requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If church sponsored event- has childcare been requested	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Salem UCC Building Use Guidelines

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located by the garage.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.
8. Ensure all doors are closed and locked.

*Washcloths, towels, a broom, a dustpan, etc. are in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these items.
5. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels in the sink. They will be picked up and laundered.
6. Trash: Trash should be put in the garbage bins and tied. Also, please put recyclables in the correct container.



BUILDING ETIQUETTE

1. No smoking, alcohol, or narcotic use: All members of all groups using our facilities shall abide at all times by a no smoking policy. Additionally, the serving or consumption of alcoholic beverages or narcotics shall not be permitted at any time on church property. This rule is in effect for all parts of the building, including hallways, classrooms, restrooms, or the outside grounds.
2. Parking at the church is available only during the period of time that a group has contracted to use the facility. The church is not responsible for theft or damage to personal property left in a vehicle on site.
3. Security: Salem works to maintain a safe and secure environment within the facility; however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leave them unattended. The church is not responsible for theft or damage to personal property
4. Breakage: All persons and/or groups using our facilities are expected to exercise reasonable care and judgement in such use in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building including the grounds, and/or its furnishings and equipment which has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved.
5. Emergency Scheduling Conflicts: The church reserves the right to pre-empt any facility use for its own in cases of emergency, such as funerals. Notice will be provided as early as possible. Every attempt will be made to reschedule the event at a time convenient to both parties.

The signature of this form indicates acceptance of all guidelines.

The person/organization, _____ is requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

Printed Name of Responsible Party- User

Signature of Responsible Party- User

Date: _____

Salem UCC Church Representative

Date: _____