

# SALEM UCC – CHURCH FACILITIES USE POLICY

1. All use of Salem UCC facilities, whether by members or non-members, must be scheduled with the Office Coordinator prior to the event. Members shall have priority over any non-members for the use of the facilities.
2. Children attending meetings and activities shall remain with their groups and require adult supervision at all times. Under no circumstances shall children be allowed to roam unsupervised throughout the facilities.
3. All using Salem UCC and its facilities will be expected to clean up and to return the facilities in its original condition. Chairs and tables shall be arranged in the same manner they were prior to the activity. No nails, tacks, or scotch tape shall be used on walls or ceilings for posters or decorations.
4. The stage area on the upper floor of the Parish Hall will be strictly off limits.
5. Gambling in all forms will not be permitted on the church premises.
6. The use of alcoholic beverages will not be permitted on the church premises.
7. Smoking will not be permitted within any of Salem UCC's facilities.
8. Chairs and tables may be borrowed from the shed only with the permission of the church Custodian or Office Coordinator. The chairs and tables in the Parish Hall may not be borrowed. All chairs and tables must be signed out prior to borrowing.
9. Kitchen equipment may be borrowed only with the permission of the church Custodian or Office Coordinator. All items must be signed out prior to borrowing.
10. Use of any of Salem UCC's audio/visual equipment must be arranged through the church Custodian.
11. Programs, entertainment, and recreation shall be organized in keeping with the moral standards of the church.
12. For the use of the facilities for funerals and weddings, please refer to the Funeral Policy and Wedding Policy.
13. **All damages incurred will be the sole responsibility of the user.**
14. **Use of facilities will not be permitted on Sundays prior to 12:00 p.m.**
15. **Use of facilities will not be permitted on Saturdays prior to 1:00 p.m.**

## **Member Rentals:**

1. No rental fees will be expected for the use of the Parish Hall by members. However, a donation may be made to the church.
2. All members must return Salem UCC's facilities to its original condition to avoid a \$75 custodial fee. (Members have the option of using the Custodian with advance notice for a \$75 custodial fee.)
3. Facilities will not be reserved until a signed acknowledgement of this policy is on file in the church office.

## **Non-Member Rentals:**

1. There shall be a rental fee of \$50 for the Parish Hall upper floor. **No refreshments shall be served on this floor.**
2. There shall be a rental fee of \$50 for the Parish Hall lower floor.
3. Evidence of group or homeowners/renters liability insurance must be provided upon request.
4. Facilities will not be reserved until a signed acknowledgement of this policy is on file in the church office.
5. Use of facilities will be subject to Salem Church Council approval.
6. An additional deposit of \$75 is required. Deposit will be returned if the facilities are left in the original condition. (Non-members have the option of using the Custodian with advance notice for a \$75 custodial fee.)

**Please Note: Salem UCC is a Concealed Carry Prohibited Area.**

Date of Event: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Organization/Individual Making the Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Area to be Reserved (Indicate by a Check Mark): \_\_\_\_\_ Parish Hall Lower Floor \_\_\_\_\_ Parish Hall Upper Floor

Fees Enclosed (Indicate by a Check Mark):

\_\_\_\_\_ \$50 Parish Hall Lower Floor (Non-Members Only) \_\_\_\_\_ \$75 Deposit Fee (Non-Members Only)

\_\_\_\_\_ \$50 Parish Hall Upper Floor (Non-Members Only) \_\_\_\_\_ Optional \$75 Custodial Fee

*Please make all checks payable to "Salem UCC."*

I, \_\_\_\_\_, acknowledge receipt of Salem UCC's Church Facilities Use Policy  
(Print Your Full Name Here)

and agree to abide by the policies/procedures set forth by Salem United Church of Christ of Alhambra, Illinois.

Signature \_\_\_\_\_ Date \_\_\_\_\_