

CHURCH FACILITIES USE POLICY

1. Church Organizations shall have priority over any other groups as to the use of the facilities.
2. Special events/meetings shall be scheduled with the Office Administrator. If chairs and tables are to be used for functions of the church organization, the custodian shall be notified a minimum of 3 days in advance.
3. No nails, tacks or scotch tape shall be used on walls or ceilings for posters or decorations. Organizations using Salem Church and its facilities will be expected to clean up any litter or debris resulting from their activities. Chairs and tables shall be arranged in the same manner they were prior to the activity. 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. The stage area on the upper floor of the Parish Hall is strictly off limits unless it is being used as part of the activity.
4. Gambling in all forms will not be permitted on the church premises.
5. The use of alcoholic beverages will not be permitted on the church premises.
6. Salem Church, Parish Hall, and Educational Building are smoke free environments. No smoking is permitted within these facilities.
7. Chairs and tables are to be removed from the church premises only by the permission of the church custodian or chairman of the Property Committee and must be signed out.
8. Organizations or groups, other than church organizations or families of the church shall not have access to the kitchen and its facilities, unless a member of the church is present.
9. Kitchen equipment may be borrowed only under the rules and regulations of the Women’s Guild. (Including sign-in and sign-out.)
10. Use of the public address systems and 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. Rentals:

(A) No rental fees are expected from organizations of the church.

B) No rental fees are expected for the use of the Parish Hall by church members. However, a donation may be made to the church.

(C) For Other Groups: Use of facilities is not permitted on Sundays prior to 12:00 p.m.

1. For the use of the upper floor, there shall be a rental fee of \$50. No refreshments shall be served on this floor. Should a group wish to serve refreshments, they may do so on the lower floor at no additional charge.
2. For the use of the lower floor, there shall be a rental fee of \$50. However, if a meal is served by an organization of the church, there will be no rental charge.
3. For the use of the facilities for weddings and funerals, please refer to the Wedding Policy and Funeral Guidelines.
4. The Educational Building may be used only by special arrangement with the Church Council.
5. Evidence of group or homeowners/renters liability insurance must be provided upon request.
6. Facilities will not be reserved until a signed acknowledgement of this policy is on file in the church office and use of the facilities has been approved by the Church Council.
7. An additional deposit of \$75 is required. It will be returned if the facilities are left in the original condition.

(Detach and return to Salem Church office)

Date of event: _____ Event: _____

Organization/individual making the request: _____

Contact person: _____ Phone #: _____

Area to be reserved (indicate by a check mark):

_____ Parish Hall lower floor (\$50 fee for non-member groups)

_____ Parish Hall upper floor (\$50 fee for non-member groups)

Non-members need to submit a deposit of \$75 made payable to “Salem UCC” with this form.
Your deposit will be returned to you **IF** you leave the Parish Hall in its original condition.

I acknowledge receipt of and agree to abide by the policies/procedures set forth by Salem United Church of Christ, Alhambra, Illinois. Use of facilities by non-member groups/individuals is subject to Salem Church Council approval.

Signature _____ Date _____

PRODEDURE FOR RESERVATION OF CHURCH FACILITIES

For member and non-member requests:

All use of facilities, whether by members or non-members, must be scheduled with Salem Church Office Coordinator prior to the event. The only exception is organizations/committees of Salem UCC.

Office Coordinator will give/mail a copy of the facilities use policy to the individual making the request.

Members:

Members do not need to sign the acknowledgement.

Non-Members:

Office Coordinator must receive a signed copy of the acknowledgement and a \$75 deposit before tentatively reserving the space.

Office Coordinator will forward a copy of the acknowledgement to Council President.

Council President will place the request on the council agenda for action.

Request approved by the council:

The Council President will communicate the approval to the Office Coordinator.

The Office Coordinator will notify the individual/group representative that the request has been approved and the space is reserved.

Request denied by the council:

The Council President will communicate the denial to the Office Coordinator and ask that the tentative reservation be removed from the event calendar.

The Council President will notify the individual/group representative of the denial and the reason.