

**FACILITIES AND GROUNDS USE POLICY AND AGREEMENT
SALEM UNITED METHODIST CHURCH**

BASICS:

Use of any and all church facilities must be reserved through the Administrative Assistant.

Members:

If you are a member of Salem United Methodist Church, all facilities are available at no charge.¹

Non-Members:

A cleaning and damage deposit of \$100 will be required at the time of reservation, which amount shall be refunded upon satisfaction of all cleaning, maintenance and other requirements of this policy. The deposit will be cashed upon receipt by the church.

All requests for facilities and grounds use must be made at least two weeks in advance.

All wedding and/or wedding-related activities fall under the authority of the Salem UMC Wedding Policy. For weddings, rehearsals, and receptions, both the wedding policy and the facilities and grounds-use policy will be enforced with applicable fees covered in the wedding policy.

The following fees (per event) for non-members are:

	Half Day	Full Day
Fellowship Hall	\$60.00	\$100.00
Education Building	A \$50.00 refundable deposit will be charged and returned when the building is left clean, as found, and with no damages. This is in addition to the cleaning and damage deposit.	

The foregoing amounts are subject to change at any time at the discretion of the Governing Board. The above costs do not include the cleaning of the facility or any costs for damage that might occur. Salem UMC shall have the right to retain the deposit in satisfaction of unfulfilled cleaning and maintenance obligations, as well as for un-reimbursed damages. Payment of fees must be made no later than one week prior to date of use.

It is the policy of Salem UMC to restrict the use of all church facilities to “not for profit” organizations at the discretion of the pastor, and to prohibit any political and/or social activist causes. Any deviation from this policy would require special consideration from the Governing Board.

¹ Revised February 16, 2020 by a vote of 7 for and 0 against by the Salem UMC Governing Board. Removed the deposit requirement for members.

Regularly scheduled Church activities shall take priority over all other events or activities.

Any damages that occur in connection with any event will be the responsibility of the individual reserving the facility and executing this contract.

Alcoholic beverages will not be allowed on church premises at any time.

Guidelines for each building shall be followed by all groups that utilize Salem UMC facilities including Salem UMC ministry groups and functions.

FELLOWSHIP HALL:

The Health Dept. requires all eating utensils to be washed in the dishwasher.

All food and/or non-food items brought into the facility must be labeled accordingly so as to reduce confusion.

Check to make sure stove/oven/dishwasher is not left on.

Be sure to turn off all lights and set the air conditioner and/or heat to run the program before leaving. (Note: the thermostat cannot be set to hold for the program to run.)

Do not leave the building open. Be sure you have locked all doors and windows when you leave.

Check the bathrooms to make sure they are clean and tidy and all commodes are flushed.

The host group will be responsible for all clean-up and clean-up is to include:

- Wash, dry and put away all dishes.
- Clean stovetop and ovens of all spills, crumbs, etc.
- Clean out the sinks.
- Empty, wash and put away coffeepots.
- Clean, turn off and cover (where applicable) all appliances.
- Do not leave any leftovers in the refrigerator or freezer unless you know arrangements have been made for another group to use them. Label containers. Leave nothing uncovered.
- Dispose of paper/plastic table coverings. Wash all tabletops and chairs with water and appropriate cleaner.
- Hang wet towels on drying rack. (It is preferred that you take dirty linens home, wash and return them to the church as soon as possible.)
- Take all trash to dumpster and replace trash can liners. Located at the East end of the Education Building.
- Sweep floors and mop as necessary. Return brooms and mops to janitorial closet.

EDUCATION BUILDING:

The Health Dept. requires all eating utensils to be washed in the dishwasher.

Groups must not enter the office areas in the Education Building.

All food and/or non-food items brought into the facility must be labeled accordingly so as to reduce confusion.

Check to make sure stove/oven/dishwasher is not left on.

Be sure to turn off all lights and set the air conditioner and/or heat to run the program before leaving. (Note: the thermostat cannot be set to hold for the program to run.)

Do not leave the building open. Be sure you have locked all doors and windows when you leave.

Check the bathrooms to make sure they are clean and tidy and all commodes are flushed.

Office supplies, including the copier, are for church business only.

The host group will be responsible for all clean-up and clean-up is to include:

- Wash, dry and put away all dishes.
- Clean stovetop and ovens of all spills, crumbs, etc.
- Clean out the sinks.
- Empty, wash and put away coffeepots.
- Clean, turn off and cover (where applicable) all appliances.
- Do not leave any leftovers in the refrigerator or freezer unless you know arrangements have been made for another group to use them. Label containers. Leave nothing uncovered.
- Dispose of paper/plastic table coverings. Wash all tabletops and chairs with water and appropriate cleaner.
- Hang wet towels on drying rack. (It is preferred that you take dirty linens home, wash and return them to the church as soon as possible.)
- Take all trash to dumpster and replace trash can liners. Located at the East end of the Education Building.
- Sweep floors and mop as necessary. Return brooms and mops to janitorial closet.
- Make sure all class rooms are returned to the condition you found them in.

GROUNDS:

After any function, the parking lot and general grounds should be left in an appropriate order as follows: all debris (cans, crepe paper, toilet tissue, netting, ribbons, shaving cream cans, etc.) should be picked up and put in trash containers.

At no time shall anyone park on the grass unless special permission is given. All vehicles shall use designated parking areas only.

The playground shall only be used by children of the appropriate age as posted.

Adopted on May 16, 2016 by a vote of 6 for and 0 against by the Salem UMC Governing Board.
The approval of this policy voids all previous versions of this policy.

SALEM UMC FACILITIES AND GROUNDS USE AGREEMENT – Non-Wedding

Name of Group or Organization _____

Group Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ ___ home ___ work ___ mobile

Phone _____ ___ home ___ work ___ mobile

Email address _____

Salem UMC Member: Yes No Date Facilities Needed _____

Time Needed _____

Facilities Requested: ___ Fellowship Hall ___ Education Building

Special Needs _____

To be completed by Salem UMC staff/representative.

Fees Assessed

___ Cleaning and Damage Deposit \$100.00 ___ Waived Salem UMC Member

___ Fellowship Hall Half Day \$60.00 ___ Waived Salem UMC Member

___ Fellowship Hall Full Day \$100.00 ___ Waived Salem UMC Member

___ Education Building \$50.00 deposit ___ Waived Salem UMC Member

I _____ the above named have received and agree to the Salem UMC Facilities and Grounds Use Policy and agree to follow the stated guidelines therein contained.

Signed _____ Date _____

Office Use Only

___ Deposit Received, How? ___ Check # _____ ___ Cash Date _____

___ Payment Received, Amount \$ _____ How? ___ Check # _____ Cash ___

Key Issued On _____ Returned On _____

Terms Met: ___ Yes ___ No (If no, supply additional information on a separate sheet)

Deposit Refunded on _____ Check # _____