



Salem United Methodist Church
Diggs, Virginia

Facilities Use Information Packet

GENERAL RULES FOR USE OF CHURCH AND CHURCH PROPERTIES

Leaders of Community groups of children or youth who use the church facilities will be required to read the Child Abuse Prevention Policy and Procedures and sign the Acknowledgement Form. Church facilities will not be available to groups whose leaders refuse to read and sign the form. A copy of this Policy can be obtained from the Chairperson of Administrative Board, a Trustee or Pastor.

Items of church property are not to be removed from premises.

Any member using the Fellowship Hall or Church Sanctuary or any church space must put it on the Church Activity Calendar.

Requests from Non-Member persons/groups using the Fellowship Hall or Church Sanctuary will be put on the Church Activity Calendar upon receipt of completed application.

All organizations and individuals that are not a member of Salem UMC and wishing to use the church will need to make contact with the Pastor or a Trustee. The organization or individual will complete the facilities Use Application.

SALEM UNITED METHODIST CHURCH SANCTUARY USE POLICY

1. The Minister or his/her designated representative is in charge of all functions in the Sanctuary.
2. There shall be no fee for members of the church using the Sanctuary. Members who do not wish to clean themselves can pay \$100 for cleaning. CLEANING MUST BE SCHEDULED IN ADVANCE.
3. There shall be a \$200.00 fee for Non-members or groups using the Sanctuary. This will be used for utilities and cleaning.
4. **Requirements for using the Sanctuary:**
 - a. The Minister or his/her designated representative will approve relocation of any items in the Sanctuary.
 - b. Reverence and Respect for the church building at all times.
 - c. Music in keeping with a sacred occasion.
 - d. There shall be No Smoking in the Church building. Smoking will be permitted outside in a designated area. No cigarette butts on the ground please.
 - e. There shall be No drinking of alcoholic beverages in the Church or on Church property.
 - f. NO nails, screws or masking tape can be used in the Sanctuary.
 - g. No drip candles in the Altar area of the Sanctuary.
 - h. A monetary gift to the Organist, Minister and other special service is the responsibility of the person or group using the building.
 - i. The Sanctuary should be left neat and orderly; this includes any adjacent rooms.
 - j. Bird seed ONLY may be thrown outside the building.
 - k. The Church does not accept responsibility for any accident on the property.
 - l. NO food or drinks allowed in the Sanctuary.

SALEM UNITED METHODIST CHURCH FELLOWSHIP HALL USE POLICY

1. There shall be NO fee for members of the church using the building. Members who do not wish to clean themselves can pay \$100 for cleaning if scheduled in advance.
2. A fee of \$300 shall be charged for use of the building by Non-Members or groups. \$100 will be used for cleaning.
3.
 - a. Non-Church organizations requesting the use of the building shall be scheduled with the Pastor or any member of the Trustee committee.
 - b. Members will put their information on the church calendar.
 - c. Non-Church organizations will be required to fill out an application. The Trustees and Pastor must approve it.
4. No nails, screws or masking tape may be used on walls or woodwork for decorations.
5. There shall be NO drinking of alcoholic beverages in the church or on church property.
6. There shall be NO smoking in the church building. Smoking will be permitted outside in a designated area.
7. All furniture shall be returned to its original position.
8. Anything broken will be replaced or repaired at the user's expense.
9. China, silverware, pots, pans, etc. if used must be cleaned and put away in proper location.
10. The church does not accept responsibility for any accident on the property.
11. A member of the Trustees or designated person will meet with Non-member party using the Fellowship Hall to open the building and give them instructions. They will also come back to check out the condition and lock the building.
12. A member of the Trustees or designated person will be available to meet with a church member using the building to familiarize them with the facilities, if requested.

SALEM UNITED METHODIST CHURCH KITCHEN USE POLICY

Use of the Kitchen and/or Fellowship Hall is a privilege extended to SUMC members with first priority given to churchwide functions. Anyone using the Fellowship Hall is expected to treat it with Reverence and Respect.

KITCHEN USE PROCEDURES:

Personnel using the kitchen as a cooking facility should familiarize themselves with the location of fire extinguishers and their use.

Kitchen use is exclusively for the preparation and service of food. Cleanliness, orderliness and sanitation are of utmost importance. Do not put items on the stove or in the oven that are not ovenproof.

Perishable food items and cooked/uncooked leftovers are not to be left in the kitchen. The user is to remove them from the premises.

Chairs and tables are to be returned to their designated locations. Floors are to be swept and dry mopped clean of any dirt, grime or other debris, using supplies available.

Range/stove, counter tops and all food prep areas/assembly tables are to be cleaned of any food debris, spills and grease.

All dishes and utensils, pots, pans and silverware are to be washed, dried and returned to their proper location.

Refrigerators and Freezer are to be cleaned of all user food items. DO NOT LEAVE LEFTOVERS OF ANY TYPE. Throw away and remove from the premises everything you do not want.

All non-perishable food and condiments are to be stored in the pantry in re-sealable canisters or containers.

Kitchen floors are to be swept and mopped clean of any dirt, food, spills or grease.

All trash to be removed from the building and placed in outside containers at the rear of the building.

The ice scoop is to be stored in container on ice machine when not in use.

Children 10 years of age and under are not permitted in the kitchen without adult supervision.

WE THANK YOU FOR YOUR COOPERATION IN LEAVING OUR FACILITY CLEAN AND ORDERLY

SALEM UNITED METHODIST CHURCH

Application for use of Facilities

Application is hereby made to Salem United Methodist Church for the use of the Fellowship Hall or Sanctuary:

Name of Individual/Organization/Activity: _____

Purpose of Assembly/Event: _____

Approximate number of persons using requested space: _____

List of equipment to be used: _____

Special requirements (Audio/Video): _____

There may be an additional fee for use of certain equipment: \$ _____

Name of responsible person: _____

Address: _____

Telephone number/email address: _____

Alternate contact & phone number: _____

It is agreed that, if this application is approved, Salem United Methodist Church FACILITIES USE POLICY governs use of the property.

The Church does not accept responsibility for any accident on the property.

I hereby acknowledge that I have read and agree to comply with the POLICIES AND REGULATIONS, and ensure that this use will not violate any laws or ordinance. I further agree to leave facilities/rooms/restrooms in a clean and orderly state.

I understand that failure to conform to any of the above requirements will result in the immediate withdrawal of approval for use of the facility.

Amount of deposit: \$ _____ (Application not accepted unless accompanied by minimum deposit of \$150.)

Signature of Applicant: _____ Date _____

Facility use as described above is APPROVED: _____

Signature

Date