



SALEM EVANGELICAL LUTHERAN CHURCH BUILDING USE POLICY

We are glad that you are considering the use of Salem's building for your occasion. Salem has been blessed with a lovely building, and it is the desire of the congregation to make it available for use by the congregational members, friends, and the community.

In order to make sure that there is clear communication, adequate public information, and the right support from within the congregation, we have developed this information, representing the **current policies and procedures** of Salem Evangelical Lutheran Church.

Salem offers the use of its facilities for a wide range of functions and groups. The **policies and fees differ for different uses and groups. Preferential treatment will be given to activities that are directly hosted by the church or support the church's mission.**

The division of uses is as follows:

Non-profit groups

On a space available basis, we are willing to wave use fees for tax exempt non-profit groups using the facilities during business hours, however they are encouraged to offer a donation to the church for room use. Fees may apply for custodial services, set-up, clean-up and/or materials used.

For-profit groups

For profit individuals and groups will be charged a usage fee based on the room(s) requested. This is based on availability. Please refer to the building use fee chart on the next page.

For-profit groups and individuals who charge a fee for service

For-profit groups and individuals using the facilities in such a manner are asked to contribute a 10% donation on all fees and receipts collected while holding classes or events on the church's property. Fees may also be charged for custodial services, set-up, clean-up and use of materials. Salem Staff and members who use the church facility and charge a fee for services not related to their church work must have such use approved by the Pastor and fill out a Property Use Agreement.

Private Individuals

Private individuals are welcome to use the building for a variety of uses and will pay the same rates as for-profit groups. Again this is based on availability. Please refer to the building use fee chart on the next page.

Cleaning, Set-Up, Take Down and Securing the Building

Any group or individual using the church must provide their own setup and clean-up, even during business hours. Cleanup includes but is not limited to putting the room back the way it was found – tables and chairs in the proper location, carpet and floors picked up, trash in proper receptacles and items brought in for the event removed. We reserve the right to charge a \$25/hour custodial fee for cleaning a room not left in original and clean condition. Outside of church business hours, such groups must also secure the building upon leaving. Lock-up includes turning off the appropriate lighting, closing and locking doors, and other procedures as instructed.

Information on Use of Church Facilities

To provide the best possible relationship between your building needs and the policies and programs of our church, we feel it is important for you to know the following:

- 1) Groups are not officially booked on our calendar until approved by the church staff, and until a *Property Use Agreement* is signed and returned to the church with a deposit, when required. Telephone and personal conversations with church staff merely inform you of availability of space.
- 2) We can prepare adequately only if you tell us of your needs
- 3) The following is a list of fees charged to all groups not sponsored by the church.

USE FEES

ROOM	USE FEE	DEPOSIT	NOTES
SANCTUARY:			
Funerals	\$ 0	\$ 0	<i>Please see details regarding funerals at the end of this document.</i>
Weddings*	\$300*	\$150	
Misc. Use	\$300	\$150	
FELLOWSHIP HALL	\$200	\$100	
KITCHEN	\$ 100	\$ 50	
LOUNGE/CONFERENCE ROOM	\$ 50	\$ 25	
YOUTH ROOM	\$ 50	\$ 25	
*Wedding Use by Salem members	\$150	\$ 75	

MISCELLANEOUS FEES FOR WEDDINGS AND FUNERALS

CUSTODIAL	\$25/HR		<i>This fee is charged if a group has not left the room as they found it.</i>
MUSICIAN/PIANIST/SOLOIST	\$100 PLUS		
BUILDING HOST	\$10/HR		
CLERGY FEES			
▪ WEDDINGS (All weddings at Salem must be officiated by or co-officiated by Salem's pastor.)	\$300/\$250* *for Salem members	<i>Fee includes, ceremony planning, rehearsal and ceremony.</i>	

<ul style="list-style-type: none"> ▪ FUNERALS/MEMORIALS 	This is at the discretion of the family. An average honorarium is \$200		
SOUND TECH (when available)	\$50/HR		

You will be expected to strictly adhere to the times for your room usage as stated in the Property Use Agreement

PAYMENT OF USE FEES

With the exception of weddings, payment for all remaining charges (excluding deposit) are due fourteen (14) days prior to your event. For weddings, remaining monies are due no less than thirty (30) days prior to your event date. Failure to pay deposit or remaining monies due can result in losing your reservation and scheduled use of the building. Please make checks payable to Salem Evangelical Lutheran Church. Weddings require certified funds. No personal checks.

SMOKING, ALCOHOL, AND FIREARMS POLICY

SMOKING IS FORBIDDEN IN THE CHURCH BUILDINGS AND ON THE CHURCH PROPERTY. USE OF ALCOHOLIC BEVERAGES, DRUGS, AND/OR FIREARMS IS PROHIBITED ANYWHERE ON THE CHURCH PREMISES.

INFORMATION FOR WEDDINGS

Clergy: All Weddings at Salem must be officiated or co-officiated by Salem's pastor. In other words, outside clergy is welcome; however, Salem's pastor will co-officiate and fees will be assessed accordingly.

Photography: Photography inside the sanctuary is allowed however we request that photographers do not come up on the altar area during the actual ceremony. Please work with the Pastor in advance if you have any questions or special requests.

Candles: Candles brought in by wedding parties and planners must be of the non-drip variety. Weddings will be charged additional fees for candle wax and other such damage.

Catering Policy

Outside catering vendors may be utilized to bring ready to serve food. The kitchen can be used for limited warming but not for cooking. Additional fees will be assessed for not leaving the kitchen as it was found.

Again, no smoking or alcohol is allowed anywhere on or inside Salem Lutheran Church or it's grounds.

SPECIAL INFORMATION FOR FUNERALS AND MEMORIALS

We request that:

1. The family contact the Office for date and time of Funeral, Memorial Service or Special Event, indicating date, time of event and if they would like to have food served after the Funeral or Memorial Service.
2. The family will also contact the pastor to determine if she is available on the desired day. Funerals for non-members of Salem are at the discretion of the pastor.
3. The Office will contact Salem's Funeral Serving Committee lead person with basic information. Contact person will call family and work out details for serving.

Salem members are willing to:

- Set up, serve, and clean up, including washing tables, and taking out garbage.
- Offer coffee, beverages, and cakes to the family.

We are not able to prepare any other food for lunches.

The family is asked to:

- Provide food for the meal, which can include ready to serve catered food.
- Provide paper products for the meal.
- Make sure that food is at the church by at least 2 hours before the meal or lunch, and comes to the church kitchen in appropriate catering containers.

Events shall have the use of the Fellowship Hall. Any set up that is different than the weekly congregational set up of chairs and tables needs to be set by those using the space and returned to their original arrangement at the conclusion. The Fellowship Hall needs to be left as it was before the event.

It is customary to make a donation to the church to offset the cost and time of serving cake, coffee, and other food.