

Salem Evangelical Lutheran Church

"Come Receive Grace, Go Share Faith"

417 Salem Church Road, Mount Sidney, VA 24467

540-234-8161 ~ Office@ SalemLutheranVA.org ~ www.SalemLutheranVA.org

FACILITIES USE POLICY & GENERAL RULES

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STATEMENT OF INTENT

The grounds and buildings of Salem Evangelical Lutheran Church are available for use by its members and the wider community. As part of Salem's Outreach Ministry, member and community use of the church facilities is encouraged for the development of spiritual, social, or physical growth.

GENERAL USE POLICY

All groups using the church and its facilities are asked to cooperate in maintaining the beauty and dignity of the church appointments, and the spirit of reverence which characterizes the Salem Church tradition.

Church related activities will be given priority over activities not sponsored by Salem Evangelical Lutheran Church.

Profit-raising activities by individuals or organizations are allowed only by approval of the Congregation Council.

The church reserves the right to deny use based on the nature of the request. This includes any function including gambling, the use of illegal drugs of any kind, or the improper use of alcohol.

Permission to use the facility must be requested at least 48 hours in advance of use, otherwise council approval is required.

There must be at least two adults (age 21 or older) in attendance with any group of children (under age 21) up to 15 children. One additional adult must be in attendance for each additional 10 children. Children are not to be left unattended in any area during use of the facility.

The playground and its equipment are available for and limited to, preschool and grade school age children under adult supervision only. The playground is therefore off limits to older children, as well as to groups that involve older children before, during and after any scheduled activity. Skateboarding, roller-blading, and loitering are prohibited on church grounds. No food or drink are allowed in the playground area. Please check that all trash has been removed.

Any decorations or publicity must be cleared in advance with the church office or building use coordinator.

Storage facilities are for church purposes only. Audio-visual equipment is only available for church activities.

The facility must be left in good condition, orderly and clean. If your group is the last leaving the facility, you must turn out the lights and lock up. All events must end by 11p.m.

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The church and its grounds are to remain free of tobacco, firearms, and fireworks. No alcoholic beverages are allowed unless previously coordinated with and approved by the Property Committee and Event Coordinator. Possession of firearms or other weapons is not allowed except by law enforcement personnel in the line of duty.

Failure to comply with the rules of the policy will result in denial of future use.

CHURCH MEMBER USE

Church members are invited to use the church, on occasion, for personal use (bridal shower, receptions, family reunion, etc.) or for a group that they belong to and agree to sponsor (Ruritan meeting, book club, sewing circle, etc.). Church members are required to make a written request to the Building Use Coordinator and/or Church Secretary using the REQUEST FOR FACILITIES USE FORM or by supplying all the information requested on the form via email to Office@SalemLutheranVA.org.

THERE IS NO FEE for members or church-related groups. However, use of the building does require consideration of expenses, and members are encouraged to use the fee schedule as a guideline for determining possible donations for building use.

Church members are asked to leave the used rooms in better condition than they found them (tidy and immediately useable) and return tables and chairs to the way they were set-up before the event, unless other instructions have been given. The Church Custodian is available for hire, should you prefer not to be personally responsible for clean-up after your event.

OUTSIDE GROUP USE

Outside groups and community organizations are also invited to use the church facilities. Requests by these groups must be made in writing using the REQUEST FOR FACILITIES USE FORM, submitted to the Building Use Coordinator and/or Church Secretary. Application of the Community Group Deposit/Refund schedule is mandatory and will be reviewed with the organization's representative by the Building Use Coordinator. Attached is the Deposit/Refund Schedule for Outside Community Groups and Organizations.

All outside groups using Salem Church facilities will be subject to an inspection immediately following the scheduled event, conducted by the Building Use Coordinator (or designate) to determine if the condition of the used room/area has been left in good order (tidy and immediately useable or not) and will determine if custodial services are required. The report of the Building Coordinator will determine if a refund is to be made to the group. If no custodial services are required, deposits will be refunded to the community group. Refund checks will be issued through the Church Treasurer and mailed to the recipient.

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All new organizations and groups requesting use of church facilities are required to sign the Hold Harmless Agreement and have their representative/contact person receive a building orientation so that they understand the rules governing building use.

KITCHEN USE GUIDELINES

Any organization or group using either kitchen will receive a copy of the kitchen guidelines and will be required to read and sign off on the Kitchen Use Guidelines.

WEDDING GUIDELINES

There are additional guidelines for weddings. Individuals desiring to be wed at Salem Evangelical Lutheran Church will be required to read and sign off on the Wedding Guidelines.