

Salem Lutheran Church Facility Usage and Rental Fees Policy

Adopted 24, May 1978
Revised 24, April 1980
Revised 20, July 1981
Revised September 1996
Revised November 2011

Objective:

To have a uniform procedure to determine who may use Salem Lutheran Church; the amount to be charged; to provide an orderly method of communication and decision making for church use.

General Guidelines:

1. In gratitude to God's blessings, Salem Lutheran Church is pleased to share its facilities with others. We envision our church as a gift to the greater Quad City Area community and desire it to be used to the glory of God.
2. Scheduled worship services and programs of Salem Lutheran Church take precedence over all requests.
3. Usage of the church is for three hours or less unless otherwise arranged with the church secretary. It is understood that the rooms will be left as they were found, clean and in order. Groups using Salem Lutheran Church are responsible for set up and take down of chairs and tables unless other arrangements have been made at the time of the reservation.
4. Groups requesting the use of rooms at Salem Lutheran Church are to complete the "Salem Reservation Form", "Activity/Event Form" and "General Facility Usage Guidelines Form" and submit to the secretary at least fourteen (14) days before the event, though earlier submissions are encouraged. Fees are to be paid seven (7) business days in advance of the event.
5. Salem Lutheran Church invites groups and causes to use its facilities that support the By-Laws.
6. Special questions and concerns can be discussed with the Church Council of Salem Lutheran Church.

- I. Groups who may use the facility:
 - A. Any person, member or non-member of the church, may request use of all or part of the facilities for a group and receive consideration provided that:
 - The purpose is legal, not immoral and conforms to the principles of Christian Ethics.
 - B. Limitations and Exceptions: The use of the facility strictly prohibits Pornography, Drug or Alcohol use, destruction of any of the major religions, and anything deemed offensive to the Lutheran Church.

- II. Groups who may use the facility at no charge:
 - A. All programs, events and ministries of Salem Lutheran Church
 - B. Other congregations of the ELCA.
 - C. Other Christian churches of the Greater Quad City Area.
 - D. Member funerals and funeral receptions, baptisms and other pastoral acts conducted by the Pastor and staff of Salem Lutheran Church.
 - E. Member weddings, anniversaries and birthday parties.
 - F. Member who requests special use of the facility provided the necessary forms are completed, submitted, and approved by the Pastor, and facilities are to be used within the guidelines of the facility usage policy.
 - G. Other groups and events the Church Council deems acceptable.

- III. Groups who may use the facility requiring a usage fee:
 - A. Weddings (Separate Wedding Policy)
 - B. Non-member Receptions, Bridal, Baby and other related receptions.
 - C. Non-member private dinners, events and celebrations.
 - D. Non-member, non religious affiliated groups, or community groups.

- IV. Procedure:
 - A. Any and all requests to use the facility must be first recorded on designated forms to the office secretary. Forms to be completed:
 - 1) Salem Reservation Form
 - 2) Activity/Event Form
 - 3) General Facility Usage Guidelines Form

 - B. After recording the event, and if the date is available, the secretary gives the request to the Pastor for authorization and approval. The Pastor will authorize and approve letting the facilities provided Section I above is satisfied. If in doubt, the Pastor will request the Church Council assist in a decision.

- C. The decision will be given to the secretary, who will call the individual making the request to notify of approval or denial. If approved, the secretary will advise of the security deposit, usage fees and due dates, if applicable. If denial reason is requested, this will require an explanation from the Pastor.
- D. If the group has not used the facilities before, or it has been a period of six months or longer, the group must sign all forms before confirmation is complete. Section IV covers the agreement forms and details.
- E. Repeat Scheduling:
 - 1) Any group may schedule additional meetings up to a year in advance, provided there are no requests for any of the proposed dates.
 - 2) If a fee is charged and received for the facilities, the group will be reimbursed for cancellations made through the office secretary at least one week before the scheduled date.
- F. Limitations and Exceptions:
 - 1) Church Member Use. If the church does not require the services of the hostess, the church member must **arrange with a key/code holding member (hostess)** to be sure the church is secure, all fire doors are closed, lights are out and facilities used are clean. Member must know how to operate heat and air conditioning thermostats and any audio/visual equipment used.
 - 2) Church Non-Member Use. If church use is outside of normal church hours and does not require the use of a hostess, the individual representing the group must **arrange with a key/code holding member (hostess)** to be sure the church is secure, all fire doors are closed, lights are out and facilities used are clean. Non-member must know how to operate heat and air conditioning thermostats and any audio/visual equipment used.
- V. Fees
 - A. Salem member
 - 1) Members will not be charged a fee for use for the member's personal use such as family gatherings, birthdays, anniversaries or hosting a group affiliated with Salem or similar reasons approved by the Church Council.
 - 2) Janitorial services need to be provided by the member for sweeping and mopping floors, taking out garbage and replacing

garbage bags. Or, a janitorial service fee of \$35.00 can be paid to the church. *Note that weddings are covered under a separate policy.

3) If Salem's coffee maker or dishwasher will be used, a Salem member qualified to run the equipment, secured through the Hostess must be in attendance to supervise. W.E.L.C.A. will receive a \$25.00 fee for this service.

4) Excluded from this section are: fraternal, social, business or similar organizations to which the member belongs.

B. Non members: (Groups requesting facility usage for Wedding Receptions, Celebrations, Baptisms, First Communion, Confirmations, Bridal and Baby showers and related receptions, Private Dinners, events and celebrations, and community groups.)

1) Base fees will be charged unless waived or reduced for charitable reasons by the Church Council.

2) The Fee Schedule is as follows:

a) Main Auditorium \$50.

b) Main Auditorium and Kitchen \$75.

c) All other rooms \$10.00 each room

d) Hosting Fee \$25.00 (Paid to W.E.L.C.A.)

e) Janitorial Fee \$35.00

3) For non member groups using the facility, a security deposit of \$100.00 is required seven (7) days prior to the use of the facility. The deposit will be refunded upon inspection and approval by the church.

4) Salem's liability insurance does not cover groups or services, except service of Marriage. (*See separate Wedding policy for liability coverages.) **A certificate of insurance must be provided** to the church office by the non member group, to accompany the deposit. If a certificate of insurance is not secured, the group must sign a waiver to remove Salem from any and all liability resulting from the use of the facility.

5) The fee permits use of facilities from 8:00am to 10:00pm.

a) The church understands mitigating circumstances could prevent vacating by 10:00pm.

b) Repetition of late vacating by a user will lead to revising the fees.

6) If facilities are used more than one consecutive day, 50% will be added for each additional day, unless otherwise agreed upon by the Church Council.

7) The security deposit and base fee will be reviewed and adjusted annually by the Church Council. It is requested that the revised schedule be available by the March 1st of each year.

8) The intent of Salem is not to be a money-making rental agency, but rather to be a service to the community. Therefore the Council will be as charitable as possible regarding fees to those organizations whose members serve with out pay and whose motives are charitable and community centered. Fees are mainly set to cover building and labor expenses, and are expected from organizations who have paid officers, or charge membership dues, or who are socially oriented, or who use the facilities in a money-making project, or who represent a profit-making organization, and similar groups.

9) Security Deposit and Fees must accompany signed Church Usage Agreement, Reservation Form and certificate of insurance or waiver of liability.

VI. Agreement

A. Each individual or group not associated with Salem will sign a Church Usage Agreement Form before each use of the facilities.

B. The agreement will list the following items until modified.

- 1) No alcoholic beverages will be served or drunk.
- 2) No smoking will be done in any area of the building complex.
- 3) Children and youth must be supervised and not allowed to run or play in any areas or rooms not scheduled by the group.
- 4) Refreshments and beverages may be served but cooking is not to be done by the group at Salem.
- 5) Dishes will be brought in by the group using the facility. Or, Salem's dishes and dishwasher can be used, but a member of Salem qualified to run the equipment and knowledgeable about proper storage must be secured through the hostess. Hostess, or hostess designee, must be in attendance to supervise the proper use of kitchen equipment and return of dishes to proper locations.
- 6) If a meal is to be served, it must be by a caterer approved by the Pastor.
- 7) If group does their own set up, they must return the area(s) to the previous condition.

- 8) The building must be vacant and ready for lock up by 10:00pm, or at the end of the time designated for the event, except in extenuating circumstances.
- 9) The building area(s) must have floors swept and mopped, garbage emptied and garbage bags replaced.
- 10) The user agrees to pay any and all expenses resulting from defacing or damage to property or contents done by the group.
- 11) Lack of conformance with any part of this agreement will lead to cancellation of any future scheduled events.
- 12) Salem is not responsible for any loss or damage to property, personal or otherwise, belonging to any individual or group.
- 13) The Church Usage Agreement and Reservation Forms will be signed by an individual as a representative of the group. Signer will write his address and phone number, along with all other pertinent information, on the Form.

V. Source

- A. This policy was rewritten, revised and approved by the Church Council.
- B. The Church Council will review the policy annually and modify as necessary including Section V covering fees by March 1st each year.
- C. Any individual may submit, in writing, a proposed modification to the Church Council for consideration.