

Salem Reservation Form

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name of Group/Purpose of Event: _____

Date/Time Requested: _____

Rooms Requested: _____

Start Time: _____ End Time: _____

Include in Salem Newsletter and/or weekly bulletin: _____

If yes, verbiage to be used _____

Disclaimer: All requests must be made in writing or online on said form only. All events must be requested a minimum of 2 weeks/maximum of 12 months prior to the event. Events will be reserved on a first come first serve basis, with Salem ministries having priority. All other requests will be determined on date and time form is received. All room assignments are final. The individual initiating the request must be present at the event. The individual will also be held financially responsible for any damage to the area used, or if left in an unacceptable manner as determined by Salem Lutheran Church Hostess. I have read the above disclaimer and agree to abide by it and the said building guidelines of Salem Lutheran Church.

Printed name: _____

Signature: _____

Date: _____

For Office Use Only

Date/Time Received: _____

Member _____ Non-Member _____ Profit _____ Non-Profit _____

Event Purpose: _____

Approved _____ Disapproved _____

Pastor's Signature _____ Hostess informed _____

Room(s) Assigned: _____

Fees Received: Yes _____ No _____

Purpose/Amount: _____

Purpose/Amount: _____

Purpose/Amount: _____

Purpose/Amount: _____

Event on Calendar: _____ Newsletter _____ Weekly Bulletin _____

Proof of Insurance Received: _____ Activity Form Received: _____

General Facility Usage Policy Signed: _____ Security Deposit \$100: _____

Billed for Damage/Clean up _____

Activity/Event Form

Name of Group, Activity/Event or Organization:

Date(s) Requested: _____ Time From: _____ To: _____

Which rooms will be used: _____

Will you require use of: Coffee maker, dishes, dishwasher, special equipment: _____

Estimated number of people to attend: _____ Description of Activity/Event:

Include Activity/Event in Newsletter: _____ Weekly Bulletin _____

Fees:

Amount: _____ Purpose: _____

Amount: _____ Purpose: _____

Amount: _____ Purpose: _____

Amount: _____ Purpose: _____

Contact Person (print name): _____

Address: _____

Telephone: _____ Email: _____

Signature _____ Date: _____

General Facility Usage Guidelines

- 1) Use only the areas in which you have been assigned.
- 2) No items shall be attached to the walls, ceilings, floors, furniture or equipment that could leave permanent marks or damage.
- 3) Church furniture shall not be moved.
- 4) For fire safety purposes, please keep sidewalks, stairways, halls and exits free from obstruction at all times. Keep fire doors closed.
- 5) Report any damages either prior to or after use as well as problems or concerns to the church secretary as soon as possible.
- 6) The telephone in the kitchen is for emergency use only.
- 7) No alcoholic beverages will be served or drunk.
- 8) No smoking will be done in any area of the building complex.
- 9) Children and youth must be supervised and not allowed to run or play in any areas or rooms not scheduled by the group.
- 10) Refreshments and beverages may be served but cooking is not to be done by the group.
- 11) 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.
- 12) If a meal is to be served, it must be by a caterer approved by the Pastor.
- 13) If group does their own set up, they must return the area(s) to the previous condition.
- 14) 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.
- 15) The building area(s) must have floors swept, garbage emptied and garbage bags replaced.
- 16) The user agrees to pay any and all expenses resulting from defacing or damage to property or contents done by the group.
- 17) Lack of conformance with any part of this agreement will lead to cancellation of any future scheduled events.
- 18) Salem is not responsible for any loss or damage to property, personal or otherwise, belonging to any individual or group.
- 19) **In case of an emergency**, please contact the
Hostess, Claudette Swensson or Don Swensson at 309-762-5417
Dr. Pastor Randy Willers at 309-292-0881
Howard Findahl 309-792-5616
Gordon Grimes 309-762-4964
Milt Johnson 309-764-8259
Larry Ontiveros 309-762-2447
Merlin Swanson 309-788-2809

20) Proof of Insurance: Salem Lutheran Church will not be liable for any accidents or injuries as a result of the usage of these facilities deemed as a non-church sponsored event. Any event held for the church would be precluded from this policy. Salem's insurance company requires that any non-sponsored event provide the church with a certificate of insurance. This certificate may be obtained through the user's insurance company. It is not a rider, but proof of liability coverage for space rental/usage. The certificate will be provided to the church no less than 1 week prior to the event to be held. No exceptions will be allowed.

21) Security Deposit and Fees: The Security Deposit and all fees must be paid seven (7) business days prior to the event.

This General Facility Usage Guidelines Form will be signed by an individual as a representative of the group to acknowledge the aforementioned has been agreed to in whole.

Name _____

Group _____

Date _____