

**SALEM UNITED METHODIST CHURCH
POLICY FOR USE OF BUILDINGS AND FACILITIES**

2269 Seven Mile Ferry Road, Clarksville, TN 37040

Phone: 931-645-2544 Fax: 931-645-5263

E-mail: Salem@salemumc.us

Governing Principles

1. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the Discipline of the United Methodist Church.
2. The Church, through its Senior Pastor or Trustees reserves the right to make final determination as to whether a group may use Church building, grounds, facilities and equipment.
3. Use of the building, grounds, facilities and equipment results in expense to the Church. This policy details fees that will be used to defray this expense.

Who may use the Church building, grounds, facilities and equipment in order of priority:

1. Salem Church groups using the facility as part of the ministry of the Church. This would include groups, work areas, and committees sponsored by the Church Council.
2. Other United Methodist groups outside Salem's immediate congregation, if availability permits.
3. Outside social, civic, service, educational and charitable groups or individuals and church members. These groups and individuals will be asked to help defray cost including custodial services.

POLICIES AND PROVISIONS

1. All requests for facility use must be made through the Church office. The office is open 8 a.m. to 4 p.m. Monday through Thursday and 8 a.m. until noon on Friday.
2. All requests should be made on the attached application. This application can be downloaded from our website or requested by email/phone and emailed to the Church office at Salem@salemumc.us. It should be noted that events may be listed/advertised on the church's marquee sign at the street. Any requests for additional signage are at the specific discretion of the Board of Trustees. A confirming email will be sent if your request to use the facilities is honored.
3. Each request must name the adult person responsible. That person must be with the group at all times when the facility is in use.
4. The date and facilities to be used are entered on the building use calendar including the use of kitchens. When a kitchen is to be used, the Kitchen Committee should be notified.
5. If audio/visual equipment is needed arrangements must be made in advance through the Church office.
6. No smoking is allowed in the church building.

7. No alcoholic beverages are permitted in the building or on the premises.
8. No furnishings or equipment shall be borrowed or removed from the building or grounds.
9. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
10. Groups using the facility are responsible for turning off the lights.
11. Thermostats may be adjusted but must be returned to the following at the conclusion of the activity: 65° during winter months and 75° during summer months.
12. Unlocking and locking the doors are the responsibility of the group using the Church. The keys can be picked up and must be returned to the Church office.
13. All furnishings and equipment should be returned to their proper place before leaving the building. This includes chairs, tables, kitchen equipment and audio/visual aids. This may require custodial services.
14. When outside groups leave at the conclusion of activity, they are requested to remove food and personal items.
15. Due to the cost of coffee and paper products (including plates, cups and table coverings), the group using the facility should pay for the cost of materials used, if not providing.
16. The sanctuary is to be used for the worship of God. It will not normally be used for any purpose other than religious ceremonies and other meetings for the purpose of carrying on the business of the Church. See the Wedding Policy for additional information.
17. There is no charge to church members for use of building for weddings, family reunions, birthday parties, etc.
18. There is no custodial fee for kitchen use. However, when kitchen facilities are used, the person responsible for the group must signify by placing their initials in the appropriate place on the cleanup form that the group has reviewed the check list and performed all clean-up procedures required to return the kitchen to the condition in which it was found. This requirement applies to any group using the kitchen, whether it is a Salem sponsored group or otherwise.
19. NO political groups may use the church facilities or grounds for any purpose.
20. Liability insurance is required of all outside groups using the church facilities for an event. WRITTEN verification (hardcopy) of liability insurance must be on file in the church office PRIOR to the date of the event.
21. Salem UMC is held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of Salem UMC.

FEES

Fees for the use of facilities by outside groups are on a half-day basis. For an entire day event, the amount of the donation should be doubled. If the Family Life Center is to be used for less than half a day, the fee may be prorated at the discretion of the Trustees.

Gymnasium - \$100.00

Main Kitchen - \$50.00

Chapel - \$50.00

Classroom - \$25.00

Custodial Services Fee _ \$50.00 **REQUIRED**

DEPOSIT

A refundable deposit of \$100.00 will be asked from each group using the church. The deposit must be made before the event can be confirmed on the calendar. Deposit is refundable barring any damage to the church or its grounds and return of any church keys. Exception to this rental deposit and room fees are church ministry groups, committees, connectional groups of the immediate church of the greater United Methodist Church or ecumenical ministries within the Montgomery County Area, events held by church members (family reunions, birthday parties, etc.).

SAFE SANCTUARY

Because Salem UMC is a Safe Sanctuary church, the safety and well-being of all those who enter is of utmost importance. All individuals or groups who use the church or its grounds are expected to abide by the following Safe Sanctuary guidelines:

1. All children, youth and vulnerable adults must be supervised by a minimum of two adults at all times.
2. All children, youth and vulnerable adults shall remain in the area of use and cannot wander the church building or grounds unsupervised.
3. All children, youth and vulnerable adults are the responsibility of the group/groups using the church and it's grounds.

SALEM UNITED METHODIST CHURCH APPLICATION FOR USE OF BUILDINGS AND GROUND

Phone: 931-645-2544 Fax: 931-645-5263
Email: Salem@salemums.us

Please return completed form to Salem United Methodist Church at 2269 Seven Mile Ferry Road, Clarksville, TN 37040 or email the form to: Salem@salemumc.us

Group Name _____

Application Date _____ Person Responsible _____

Phone Number (h) _____ (w/c) _____

Email address (if applicable) _____

Salem Church Group (Y/N) ___ Other Methodist Group (Y/N) ___ Non-Methodist Group (Y/N) ___

Please circle appropriate group: SOCIAL CIVIC SERVICE EDUCATIONAL CHARITABLE

Are any of your group members of Salem United Methodist Church? If so, please list their names.

Please briefly describe your activity: _____

Expected attendance _____ Date Requested _____ Time Needed _____

Facilities Requested: **(Make Checks Payable to Salem United Methodist Church)**

Gymnasium \$100.00 _____ Main Kitchen Use \$50.00 _____ Chapel \$50.00 _____

Classrooms \$25.00 _____

*****Note: Church facilities are available to members for weddings at no charge. However, fees for custodial services do apply. Fees for outside groups are based on half-day use; double for full-day use.**

Custodial Fee \$ 50 REQUIRED (Make check payable to Salem UMC)

Please Note: Use of church property (buildings and grounds) for political purposes is strictly prohibited. Salem UMC is held harmless in the event of any accident, damage and/or injury incurred to users and their property not due to negligence on the part of Salem UMC.

I HAVE READ THE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH BUILDINGS AND FACILITIES AND AGREE TO ABIDE BY THEM.

SIGNATURE: _____ Date: _____

For office use only:

Approved: _____ Date: _____

Denied: _____ Date: _____

Basis for Approved/Denied _____