

BUILDING USE POLICY

Salem Baptist Church Apex, NC

Part A: Permission for Building Use

- A Facility Use Form must be submitted to the church office. It will include information about the nature of the group and event; the name and contact information of responsible party; the dates, times, and space requested for the function.
- Salem Baptist Church (SBC) organizations and ministries have full use of the facilities at no charge, subject to available space, as determined by the master calendar in the office.
- Individual members in good standing of SBC may request the use of the church facilities for personal use, subject to guidelines and fees.
- Facility use by non-members without a SBC member sponsor is generally not allowed. However, requests can be submitted through the church office for consideration on a case-by-case basis.

Part B: Guidelines for Building Use

- Requests for set-up of tables and chairs, the use of audio-visual equipment, etc. must be stated completely on the Facility Use Form.
- Building users are not to move furniture or equipment without prior approval.
- The church office hours are Monday through Thursday, 8:00 am - 5:00 pm and Fridays, 8:00 am - 4:00 pm. Any group requesting use of a facility outside these times must arrange for access to the building. The facility must be left ready for its next scheduled use. If a custodian is needed outside regular working hours for take-down and clean-up to accomplish this, an extra fee will be applied.
- When using the facilities for an event, please be considerate of other groups by honoring your approved schedule times.
- For the Multipurpose Room
 - Sports equipment should be returned to its proper location after each activity or event.
 - Arrangement of the stage furniture and equipment is the responsibility of the Worship Pastor. Any rearrangement must be coordinated in advanced with the Worship Pastor.
 - No one is permitted on the stage without approval by a Pastoral Staff member or adult ministry leader.

- No food or drinks in the Multipurpose Room, with the exception of water. For certain events, this may be waived.
- No helium balloons are allowed
- Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:
 - Custody of a key, if needed, and unlocking and relocking all doors and windows.
 - Regulating thermostats for heating and cooling, according to instructions.
 - Accounting for damages to the facility.
 - Basic clean-up, such as putting trash in dumpsters and otherwise leaving the room in the same or better condition as at the beginning of the event.

Part C: Fees

- All keys will be signed out through the church office and should be returned ASAP following the event.
- If a custodian is required, the fee is \$25 per hour, with a two hour minimum.
- Room Usage Fees (per day):
 - Fellowship Hall and Kitchen
 - For 50 people or less, up to 4 hours: \$50 for the Fellowship Hall, \$150 for the Fellowship Hall and Kitchen. After 4 hours, an additional \$25 per hour.
 - For groups of more than 50 people: \$100 for the Fellowship Hall, \$250 for the Fellowship Hall and Kitchen. After 4 hours, an additional \$25 per hour.
 - Classroom
 - \$20 - less than 4 hours
 - \$50 - 4 hours or more
 - Multipurpose Room
 - \$ 50 – up to 2 hours
 - \$100 – 2 to 4 hours
 - Fees for events lasting more that 4 hours will be determined on case-by-case basis.
- Groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.
- The staff may waive or modify the above-listed fees at their discretion.