

Salem Baptist Church Facility Use Form

Name of Event: _____ Date of Event: _____

Location of Event: _____ Expected Attendance: _____

Time(s) of Event: _____ Room Reservation Time: _____
(include set-up & tear-down time needed)

Ministry / Group Coordinating the Event: _____

Contact Person: _____ Phone #: _____

Room Set Up The room is usually set up for routine Salem use and individual event set-up is the responsibility of the group hosting the event. You may rearrange the tables and chairs for your event but must replace the original set-up afterwards. Exceptions to this policy may be possible but must be arranged through the church office at time of room reservation. *Weekend users of the Fellowship Hall must set up the room for Sunday morning. Set-up diagrams are available through the church office.*

Food Services None needed

- Use of Kitchen only
- Use of Fellowship Hall only
- Use of both Fellowship Hall and Kitchen

Fee Schedule

- This is a Salem church event (no fee)
- This is a non-Salem event (fee may apply)

Fellowship Hall and Kitchen

Groups under 50: FH, Sanc, MC, etc. - \$50 w/Kit - \$100
 Groups 50+ : FH, Sanc, MC, etc. - \$100 w/Kit - \$200
 After 4 hours, there is a \$25 per hour Kitchen Fee.

Classroom

Less than 4 hours: \$20 / 4 hours or more: \$50

Multi-Purpose Room

Up to 2 hours: \$50 / 2 - 4 hours: \$100
 Fees for events lasting more than 4 hours are determined on a case-by-case basis.

Publicity None needed

(Please provide any additional information needed for publicity purposes on the back or on another sheet)

- Sonlight
- Sunday Bulletin
- Wednesday Night Sheet

Audio/Visual None needed

Services

Use of audio-visual equipment must be approved by the Music Ministry and may require a technician to be present during use. Fee may apply and will be determined on a case-by-case basis.

- Sound equipment requested
- Visual equipment requested
- Both Sound & Visual equipment requested

List all equipment requested:

Additional information for your event:

Event Coordinator: Please sign back page to confirm submission of request.

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Vehicle(s) needed: None needed Van 1 Van 2 Bus Trailer

List the persons assigned to drive:

Do they have a CDL (Bus only):

_____ Yes _____ No

_____ Yes _____ No

_____ Yes _____ No

NOTE: ALL drivers must be Salem Church members, and must be cleared by Church insurance *in advance* of your event.

Guidelines for event reservations:

- Each group must clean up the area used for their event and reset the furniture. (*See Room Set-up Section on page 1.*) A vacuum cleaner is available.
- Each group is asked to leave the room better than you found it!
- For transportation requests, please return the vehicles clean inside and full of gas.
- All events will be considered tentative until paperwork is approved and applicable fees are received. Fees for non-Salem events must be paid at time of reservation. Checks should be made payable to Salem Baptist Church. If an event is cancelled in advance, the fee may be refundable. Please contact the church office for details.

I have read the Salem Building Use Policy.

Signature of Event Contact Person_____
Church Administration Approval**For office use only:**Confirmed on the calendar: Yes NoNotifications forwarded to: Music / Sound Publicity Facilities Co-ordinator Media / Library Kitchen Rep Event Contact PersonFees paid: Building \$_____ (5A40) Kitchen \$_____ (5C53) Date rec'd ___/___/___

Notes: _____

Date paperwork completed: ___/___/___

By: _____