



3715 33rd Avenue SW, Cedar Rapids IA 52404
319-362-6178 office@salemchurchcr.com

Facility Use and Reservation Policy

Salem allows individuals and groups from within and outside the congregation to use our facility. While the Salem facilities exist first for Salem's worship and ministry, we desire to extend hospitality to our community. Opening our doors to a variety of individuals, organizations, and groups (not for profit) is a way of showing Salem's Christian love to the community.

RESERVING THE FACILITY

Scheduling of all facility usage, congregational or otherwise, must be done through the Church Office by filling out the Request for Facility Use Form. You can pick up the form from the Church Office, or request a form via email from office@salemchurchcr.com. Reservations must be made 30 days ahead of time.

One person from each group requesting to use the facility shall be designated the liaison. The liaison will be responsible for conforming to Salem's policies and will be notified if the facilities are used improperly or are not properly restored to their original condition, per liability waiver attached.

AVAILABILITY

The facility is generally available during the following days and times:

Monday	9AM - 9PM
Tuesday	9AM - 9PM
Wednesday	9AM - 5PM
Thursday	9AM - 9PM

Friday	9AM - 9PM
Saturday	9AM - 5PM
Sunday	2PM - 8PM

AVAILABLE AREAS

Fellowship Hall

Salem's Fellowship Hall has seating for 110 people. There is no additional fee for using available furnishings in Fellowship Hall.

Fellowship Hall furnishings available:

Default footprint:

- 3 square wooden tables (3' square) with 12 chairs
- 3 round wooden tables (5' diameter) with 18 chairs
- 6 counter height wooden tables (27" square) (no chairs/stools)

Serving table (3' x 8')

1 podium

Raised stage – 9.5' x 11'

Piano

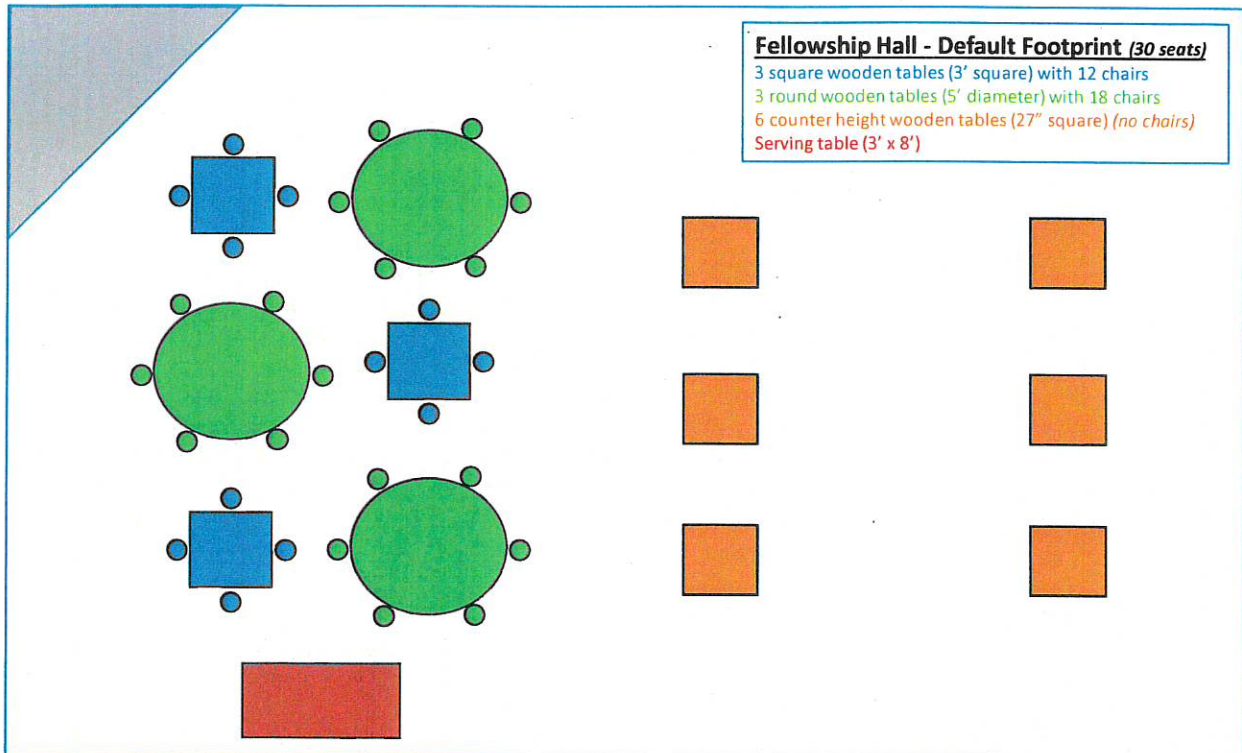
Audio/Visual System (see AV section for information)

Additional banquet tables and chairs available:

128 folding chairs

4 8-foot folding resin tables

14 6-foot folding resin tables



Kitchen

Access is also available to our state-of-the-art kitchen, complete with two refrigerators, two stoves/ovens, standard kitchen supplies, sink, and serving ware. Anyone wishing to utilize the stovetop for cooking will need a brief orientation on use of hood suppression system (in case of emergency). Commercial dishwasher may only be used by an authorized person. A list of authorized persons can be found in the Church Office. All dishes must be washed and put back in their original place. Kitchen must be cleaned to the same standard as it was found upon arrival.

Parlor

This welcoming room has a comfortable setting with plush couches and chairs around the perimeter of the room. The size is perfect for a small and intimate gathering. The Parlor is equipped with a television and a DVD player.

Lower Level Rooms

We have several classrooms/conference rooms available for use on our Lower Level, including a large youth room, complete with a ping-pong table and foosball table.

Audio Visual Equipment and Use

Salem has a professional grade sound and video projection system in Fellowship Hall and the Sanctuary. Church policy requires that a Salem-trained technician must be on site to set up and operate audio and video equipment. If you plan on using this equipment, detail your request on the Request for Facility Use Form and a technician will be assigned to you (\$50/hour, payable directly to technician, per honorarium schedule attached). Advance planning discussion is required with AV technician in order to coordinate and ensure compatible formatting with Salem's Apple iMac systems. Setup and sound checks with the technician must take place during the rental timeframe. Content must be in alignment with Salem's mission and vision (church setting) and should be submitted to church office one week in advance of event via flash drive.

Musical instruments

Sanctuary instruments include an organ and Clavinova (stage piano), and should only be used by experienced musicians. Salem can share referrals/contacts, and also offer a brief orientation for outside organists/pianists to familiarize them with equipment use.

Musical instruments **may not be moved** without prior consent and should be discussed with the administrative assistant or event coordinator. Praise band instruments are not available for use.

ADDITIONAL CONSIDERATIONS

Walk-through

After your event has been approved, you will work with the Church Office to finalize details and for a walk through the facility before your event.

Cancelations

Events must be canceled in writing and should be submitted to the Church Office as soon as possible. If an event requires rescheduling, the Church Office will assist in finding an open date and time in the church's schedule.

Food and Beverages

You may bring your own food in and use the kitchen as needed. Roasters may only be used in the kitchen (designated outlets on east wall). Alcoholic beverages and smoking are prohibited on church property. No food or beverages are allowed in the Sanctuary.

Set-up and Cleaning

Chairs and tables are provided. Any desired set up beyond the standard footprint must be drawn out and specified on the Facility Use Request form. Tables and chairs will be set up by Salem personnel. The reserving group is responsible for assuring that the facility (including furnishings and equipment utilized) is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, wiping up spills and removing trash from the floor, emptying all trash (bags to be tied off and left inside next to northeast kitchen exterior door), removing all event materials from the space, and turning off lights and resetting thermostats to original setting.

Decorations

Nothing can be taped, pinned, or nailed to the walls in any room.

Additional Information

- No smoking or consumption of alcohol is allowed on premises.
- No deliveries will be accepted by Salem staff for an event. Reserving group must bring all items during the time of setup.
- Children under 12 years old must be supervised at all times.
- Activities must remain in the areas of the facility requested. Other parts of the facility should be considered off-limits.
- The facility's fire exits cannot be blocked at any time, in any way.
- Salem is not responsible for any loss or damage to the private property of individuals or organizations using the facility.
- Reserving group must agree to report to the Church Office any and all accidents which result in a personal injury or property damage.
- Music and dancing are permitted to appropriate music for a church setting, not promoting alcohol/drug use, violence, or sexual behavior. If there are questions as to the content, contact the Church Office.
- Salem reserves the right to disallow access to the building to any rental party or vendor who has violated these guidelines.
- Salem reserves the right to cancel any event due to unforeseen circumstances.
- Salem reserves the right to not accept a reservation if the group/event is not compatible or is contradictory to Salem's mission or vision or to the guidelines of The United Methodist Church.

Updated 3/29/2020



Facility Use – Recommended Honorarium Schedule
(No cost for Salem members)

	1-3 Hours	>3 hours
Small groups (<30), no kitchen use	\$50	\$100
Small groups (<30), with kitchen use	\$100	\$150
Large groups (<110), no kitchen use	\$100	\$150
Large groups (<110), with kitchen use	\$150	\$200

AV Technician	\$50/hour
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<u>Weddings*</u>	
<p>Building use (The wedding rental includes the use of the Sanctuary, Fellowship Hall, Parlor, Kitchen and Low Level Sunday School Room for the rehearsal and the wedding. See below for the requirements and expectations for each of these rooms.</p>	\$200
<p>Ministerial contribution (payable directly to pastor), includes:</p> <ul style="list-style-type: none"> • A minimum of 3-4 counseling sessions of 1 to 1 1/2 hours each, including planning the worship service during the final session. • 1 1/2 hours - Rehearsal time • 3 hours - Wedding Day - before and after wedding. 	\$150
<p>* Weddings require a deposit of \$100 due at time of booking and will be returned upon inspection, provided no damage has occurred or extra cleaning is unnecessary.</p>	

Unless otherwise specified, checks should be made payable to Salem United Methodist Church, due to the church office Administrative Assistant at least one week in advance of use.