

# BUILDING & FACILITY USE POLICY

For everyone to whom much is given,  
From him much will be required  
*Luke 12:48 NKJV*

## INTRODUCTION

The mission of Salem Missionary Baptist Church is to make disciples for Christ. Its building and property shall be used to facilitate that mission. The facilities, property and equipment of Salem Missionary Baptist Church exist primarily for the use of its organizations and ministries. We will however occasionally permit the conditional use of church facilities.

## GENERAL POLICIES

### MEETINGS & REHEARSALS

- All meetings, activities and events held at Salem Missionary Baptist Church must be scheduled through the church office. The church office is open and available to process requests for space via telephone Monday - Friday from 9am - 5pm. Space may also be scheduled by submitting a space request form via fax to (770) 923-0019.
- Regularly scheduled church meetings and activities will have first priority in the use of facilities. Ministry Leaders are encouraged to schedule meetings as far in advanced as possible.
- In an effort to be as cost efficient as possible, room assignments will be made based on the size of the group and/or the type of function.
- All space and equipment must be left clean and in good order. Please ensure that all 'supplies' are removed prior to departure from the facility. This includes but is not limited to signs, pens/pencils, paper clips, paper, cups and bibles. Trash is to be put into trash bags and deposited in the large trash cans in the area.
- Meeting organizers are to ensure that only the designated space is utilized. Meeting organizers are to ensure that only the designated space is utilized.
- Other non-profit or ministry related groups may use the facilities when they have not been scheduled by ministries within the church.
- Dining or the serving of food is limited to pre-approved designated areas only.
- Any tables and/or chairs moved to or from the area of use must be returned to the area from which they were taken prior to departure.

### HOURS

- Facilities are available for meetings and rehearsals between 8am - 930pm.
- Any special event requiring space outside the specified time period must be pre-approved.

### CONDUCT

- In the interest of influencing others for Christ, the speech, dress and conduct of all participants will be in accordance with Christ-like standards. The conduct of all persons attending meetings or other events is expected to be respectful of God's house. Common courtesy and adherence to church policies are required by everyone in attendance.

### YOUTH & CHILDREN GROUPS

- No one under the age of 21, individual or group, is to ever be left alone at a ministry function or in a church facility.

### MUSIC & NOISE

- Please be considerate of others. If music is used, the sound level must be appropriate for the space allowed.

### ALCOHOL & TOBACCO

- Smoking is prohibited in all areas of the church campus.
- Alcoholic beverages and/or controlled substances are prohibited in all areas of the church campus.

# BUILDING & FACILITY USE POLICY

## GENERAL POLICIES CONTINUED

### DANCING

- Dancing is prohibited in all areas of the church campus with the exception of approved dance ministry rehearsals and events. All music must be appropriate.

### KITCHEN FACILITIES

- The kitchen located at the main worship center is available to all church members without supervision.
- A trained kitchen technician (see fee schedule for cost) must be present for any use of the kitchen located in Heritage Hall.
- No one under the age of twenty-one (21) is permitted to work in the kitchen without adult supervision.
- The kitchen is off limits to all with the exception of designated kitchen workers.
- It is the responsibility of the appointed kitchen staff members to thoroughly clean the kitchen after each use.

### HERITAGE HALL

- Approved events/activities include: banquets, small conferences, birthday celebrations, family reunions and civic meetings. All non-church related activities/events will be confirmed on a space available basis and will have associated fees.

### DECORATIONS

- Attaching or removing anything from the walls, floor or other surface is strictly prohibited without the prior approval from the Pastor, Executive Pastor, church office or janitorial staff. Please see the wedding guidelines for more detailed information regarding wedding decorations.

### FACILITY USE FEES

The following fees are for a four (4) hour block of time and apply to all non-ministry related events. Additional time will result in additional fees.				
FACILITY	LOCATION	MEMBER	NON-MEMBER	INCLUDES
Sanctuary (seats 600)	Worship Center	No Fee	\$750.00	Sound Tech, Wedding Coordinator, Janitorial
Classroom (varies)	Worship Center	No Fee	\$100.00	Janitorial
Banquet Room A (seats 320)	Heritage Hall	\$460.00	\$850.00 (up to 150) \$950.00 (up to 320)	Sound Tech, Janitorial
Banquet Room B (seats 106)	Heritage Hall	\$300	\$650.00	Sound Tech, Janitorial
Kitchen	Heritage Hall	\$150.00	\$300.00 (up to 150) \$400.00 (up to 320)	Kitchen Tech, Janitorial
Classroom (varies)	Heritage Hall	No Fee	\$175.00	Janitorial
Wedding Coordinator			\$50.00	
Janitorial			\$80.00	
Kitchen Tech			\$80.00	
Sound Tech			\$80.00	