

**SALEM LUTHERAN CHURCH  
DEERWOOD MN  
218-534-3309**

**FACILITY USE POLICY**

“We exist to....

- ...WELCOME people to Jesus Christ
- ...EQUIP people with a faith that works in their lives
- ...SEND people out to serve in Jesus’ name.”

**INTRODUCTION**

Salem Lutheran Church welcomes the use of its facility both by members of Salem and other groups and organizations who support the mission of the congregation. We see the facility as an extension of our mission to serve others; therefore we actively seek ways to utilize the building as a means of fulfilling our mission. The church building is here for the good of our community.

Arrangements to use the building shall be made with the Salem Lutheran Church Office Manager in accordance with approved guidelines.

**SCHEDULING AND APPROVAL PROCESS**

Use of the church facility will be scheduled to avoid conflict with ongoing church activities. Regular church activities take precedence over special events.

A “Request for Church Use” form (attached), signed by the authorized group contact person, is to be submitted to the Office Manager before confirmation of church use. For groups with ongoing requests, a new form must be submitted at the start of each calendar or program year or whenever there is a change in contact person.

Upon approval of “Request for Church Use” the Office Manager will list the event on the Salem Lutheran Church calendars.

**KEY POLICY**

If an event is scheduled for times when staff or ministry leaders are not present, the authorized contact person for the organization/event will be issued a numbered key by the Office Manager. Keys are to be returned to the Office Manager following the event.

Keys are not to be loaned or duplicated.

Keys issued to organizations with ongoing church use will be issued to a single authorized person. When authorization changes, the key is to be returned to the Office Manager. A new key will be issued to the new contact person.

Please notify the Office Manager promptly if the issued key is lost.

The key issued will depend upon the portion of the building to be used. For events in the Fellowship Hall, (aka “social hall”, “dining room”, “large room”), kitchen or conference room, the issued key will open the door on the south side of the building halfway between the drive under canopy and the end of the building to the east (to your right as you are facing the building from the parking lot). For events in other portions of the building the issued key will open the main doors at the drive under canopy.

If the key is used throughout a period of time (i.e. school year, summer), it must be returned to the Office Manager at the conclusion of that period of time.

### USE OF CHURCH EQUIPMENT

No church-owned equipment is to be removed from the church for personal or community use. Previously identified 8’ tables and folding chairs are the exception and may be checked out by arrangement with the Office Manager.

Special equipment specified on the Request Form will be set-up prior to the event. Please return all equipment, tables and chairs used to their original location at the end of the event.

Only authorized persons shall use electronic equipment that is the property of Salem Lutheran Church including sound systems, LCD projectors, etc.

### KITCHEN USE

If your planned event requires the use of the stoves, ovens or dishwasher, a member of Salem’s Kitchen Team or their designee will be present to train you, assist you and to make your use of the facility as pleasant as possible.

Please supply your own coffee, beverages, napkins, and paper towels.

All food items must be removed from refrigerators at the close of the event.

Nothing is to be left on the counters, in the sinks or in the dishwasher.

Salem Lutheran Church Kitchen Team members will launder kitchen linens. All dish towels, dish cloths and table cloths used by the group shall be put in a neat pile in front of the clothes washer located in the pantry.

Please leave the kitchen in the same or better condition and cleanliness as you found it.

## FEE SCHEDULE

It is the general policy of Salem Lutheran Church to permit use of the church facility by members and community groups whose objectives are consistent with the mission of Salem Lutheran Church.

- **Members** will not be charged a fee, but donations are appreciated.
- **Non-profit groups** (including other churches) which do not charge for their event will not be charged a fee. (Donations are welcome to help offset the expenses for electricity, heating and cooling)
- **Non-profit groups**, which charge for their events, or when their event is a fundraiser, will be charged the “All others” fee listed on the chart below.
- **All other groups** will be charged the fee listed on the chart below
- **Weddings:** Please see Wedding Guidelines for a complete listing of all fees

Type of user	Sanctuary	Fellowship Hall	Kitchen	Conference Room	Library	Single Classroom	Double classroom	Custodial Fee when using Sanctuary or Fellowship Hall
Member	NC	NC	NC	NC	NC	NC	NC	NC
Non-Profit Group	NC	NC	NC	NC	NC	NC	NC	\$20/hr 1 hour min

NOTE: *We have been blessed to be a blessing. Free-will donations for use of space are appreciated*

All others	\$200	\$100	\$75	NC		NC	NC	\$20/hr 1 hour min
------------	-------	-------	------	----	--	----	----	--------------------

Fees are payable the day of, or in advance of, the scheduled event, unless other arrangements are made when the Request for Church Use form is submitted.

Charges are for rooms reserved, even if not all reserved rooms are used.

No fee will be charged for reservations cancelled at least one week in advance; reservations not cancelled one week in advance will be subject to the listed fees.

## GUIDELINES FOR THE USE OF THE CHURCH FACILITY

All use of the church facility must be in keeping with our church standards. This pertains to all services, events, groups, music, words spoken and actions. We consider the building to be a place of worship and expect it to be treated as such by all users. If there is any question, we will prefer to decline the request for use of the building.

It is expected that persons requesting use will recognize these church facilities as a place of worship, and will conduct themselves in a manner befitting the atmosphere of a place of worship.

No recreational use of alcoholic beverages is allowed, in the building or on the property.

Smoking is not permitted inside the building, in the parking lot or on Salem grounds.

Activities shall be confined to the area(s) for which arrangements have been made. The contact person is responsible for communicating and enforcing this with members attending the event.

All decorations should be in good taste. They should not damage floors, walls or furniture. No tacks or adhesive material may be used on painted surfaces. Carpet must be protected from damage caused by liquids or dripping candles. All decorations shall be removed from the church facility immediately after the event.

Please leave facility in the same or better condition and cleanliness as you found it. An additional custodial fee will be assessed if special cleaning or repair is needed after the event.

Special requests or changes to these printed guidelines must be approved by the Senior Pastor, or his/her designee.

The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the request for the facility.

Salem Lutheran Church  
PO Box 100  
21276 Archibald Road  
Deerwood MN 56444

Phone: 218-534-3309  
FAX: 218-534-3373  
Email: office@salemdwd.org

## REQUEST FOR CHURCH USE

Date(s) of Use \_\_\_\_\_

Recurring Appointment? Yes No      Frequency of Recurrence \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Name of Group or Organization \_\_\_\_\_

Responsible Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Term Expires \_\_\_\_\_

Brief description of the group or organization function and purpose \_\_\_\_\_

Proposed Use of Salem Facility \_\_\_\_\_

Room(s) to be used

- Fellowship Hall (Seats 200 around tables)
- Kitchen
- Sanctuary (seats 280)
- Conference room

- Library
- Single Classroom
- Double Classroom
- Nursery

Number of people attending \_\_\_\_\_

Special needs for set-up (the Facility Coordinator will gladly help set up if/when time allows)

- Rearrange Chairs/Tables (Include diagram)
- Overhead Projector
- LCD Projector
- TV/VCR

- TV/DVD
- Audio CD/Cassette Player
- Microphone
- Coffee Makers

**Signatures required on next page**

Salem Lutheran Church  
PO Box 100  
21276 Archibald Road  
Deerwood MN 56444

Phone: 218-534-3309  
FAX: 218-534-3373  
Email: office@salemwd.org

**PLEASE READ AND SIGN:**

I have read and understand the Facility Use Policy of Salem Lutheran Church, and agree to abide by the guidelines, expectations and fee schedules. As the authorized person of the group requesting to use the facility, I understand that it is my responsibility to share and enforce the guidelines and expectations with those attending the event(s). I also understand that the responsibility and liability for injury to persons or damage to the building and/or property is assumed by the organization or individual making the request for the facility.

**Signature of Contact Person** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

To the fullest extent permitted by the law, the undersigned individual or organization shall defend, indemnify and hold harmless Salem Lutheran Church and its employees and agents from all claims, demands, suits, damages, losses and expenses (including attorney's fees and court costs) relating to or arising out of their use of the property of Salem Lutheran Church, whether caused in whole or in part by any act or omission of the undersigned individual or organization and regardless of whether or not it is caused in part by a party indemnified hereunder.

**Signature of Contact Person** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

I hereby release Salem Lutheran Church from any liability for use of the nursery during our function at the church. If I choose to have someone staff the nursery during our event, I release Salem Lutheran Church from any liability if a child is injured during use of the nursery. I also agree to pay damages to Salem Lutheran Church in the event of causing any damage to the nursery during our use of the nursery.

**Signature of Contact Person** \_\_\_\_\_ **Today's Date** \_\_\_\_\_