

Church Facilities Rental Fees

Rental Fees for Weddings:

Members or Regular Church Attendees:

Church	- No Charge
Fellowship Hall	- \$25.00
Clean-up Deposit	- \$100.00

(Clean-up deposit will be returned if facilities are left in the same condition as found.)

Non-Members:

Church	- \$100.00
Fellowship Hall	- \$100.00
Clean-up Deposit	- \$350.00

(Clean-up deposit will be returned if facilities are left in the same condition as found.)

Unrelated Church Events - Fellowship Hall:

(such as: rehearsal dinners, showers, anniversaries, reunions, special meetings, etc.)

Members	- \$25.00
Non-Members	- \$100.00
Clean-up Deposit	- \$100.00

(Clean-up deposit will be returned if facilities are left in the same condition as found.)

In order to secure date, a non-refundable deposit (half of the rental fee) must be paid 30 days prior to the event. Clean-up fee and the other half of the rental fee is due prior to the event.

All fees should be made payable to Salem Baptist Church and given to Brody Bearden, Contact person. A key to the facility will either be issued by Brody Bearden 24 hours prior to the event or a point person will be on hand to make sure the facilities are open. If a key is presented, it should be returned to him at the conclusion of the event.

Activities must be confined to facility requested.

Rules for Church Buildings

Salem Baptist Church, Lexington, Georgia

Use of all church facilities must be in keeping with the standards set forth by the facilities committee and approved by the Pastor. All facilities of the church are a part of the House of God and must be used as such. Anything that would detract from a Christian atmosphere will not be allowed.

The following rules will apply:

1. All functions shall be approved by the Pastor and Deacons before putting on the church calendar.
2. The person requesting use of the facility must schedule a meeting with the contact person to discuss building use regulations.
3. The person requesting the use of the building will assume full responsibility for any damage, destruction or loss of church property during their event.
4. Activities must be confined to area requested. No other buildings are to be entered. Please check the educational buildings to be sure Sunday School rooms are not disturbed. Clean as needed.
5. Smoking is prohibited inside the buildings. Alcoholic beverages and drugs are not permitted on any church property. Anything that would detract from a Christian atmosphere will not be permitted.

6. Kitchen Regulations:

- a. Wash, dry, and return all dishes, cookware, silverware, appliances, etc. to proper locations.
- b. Clean stove, sinks, and counters.
- c. Remove wet towels and soiled table cloths; wash, dry, and return them ASAP.
- d. Empty trash cans and put new liners in if need. All functions outside of church events are responsible for moving trash from church premises.
- e. Sweep and mop kitchen floor.
- f. **DO NOT REMOVE ANY ITEMS FROM KITCHEN.**
- g. **DO NOT USE DISPOSABLE KITCHEN SUPPLIES** (cups, paper plates, napkins, etc.)
- h. **DO NOT** leave food from your function in the refrigerator or cabinets.

Dining Hall Regulations:

- a. Clean tables used.
- b. Clean seats of chairs used.
- c. Vacuum dining hall, especially under tables used.
- d. Spills on carpet (see instructions on wall in utility closet)

7. **Reservations:** Use of church property is on a first-come, first-serve basis. In order for a facility to be reserved, a "Facility Request Form" must be completed and one-half of the rental paid (see fee schedule)

8. **Church Activities:** All church activities take priority over outside rental groups, with the exception of scheduled weddings. Should the need for a facility for church use conflict with the scheduling of an outside group, church activities take priority.
9. **Decorations:** Decorations, posters, etc. are not to be put on any wall of the facilities or in any place that might damage walls, floors, carpets or furniture. Nails, screws, thumbtacks, tape, glue or any type are not to be used in any part of the buildings unless specifically authorized by the Facilities Committee.
10. **Church Property:** Church related materials or church property of any kind are not to be removed from the church premises. **No furniture is to be moved from fellowship hall.**
11. **Deposits:** To secure a date to use facility, a non-refundable deposit (half of the total rental fee) must be paid 30 days in advance. If the deposit is not paid within 7 days of receiving the signed "Facility Request Form," the agreement will become void. **All building fees must be received prior to date of function.**
12. All bathrooms must be left in the order that they were found. Floors, sinks, and counter tops must be left clean and in good order. Trash must be removed by group renting facility.
13. **Original condition:** In order to maintain the beauty of our facilities, all groups must leave the facilities in the condition in which they were entered. All lights, heat, air conditioning must be turned off and the building secured at the conclusion of the meeting/activity.
14. A copy of the rules and regulations will be given to each group requesting rental.
15. These facilities are not to be used for commercial purposes. This includes any activity in which you solicit the sale of products or intend to make money while renting the church facilities outside of church fundraising.

16. **Steps for outside groups to rent facilities.**

1. Contact Brody Bearden for facility use, complete "Facility Request Form," and obtain a copy of policies and guidelines.
2. In order to secure a date, pay non-refundable deposit (half of the rental fee)
3. The balance of rental fee and the clean-up fee are due before the event occurs.
4. All keys must be returned at the conclusion of the event (see contact person for key).

Church related activities such as class fellowships and organizational meetings do not pay any fees or deposits, but other rules are still to be observed.

Facility Request Form

(Please complete and return to the contact person)

694 Salem Church Road
Lexington, GA 30648
706.743.3040

www.salembaptistcommunity.org
salembaptistcommunity@gmail.com



SALEM

BAPTIST CHURCH

EST. 1789

THINKING. LOVING. DOING.

Today's Date _____

Event: _____ Event Date: _____

Please list any additional dates and times below Number of People Expected: _____

Additional Dates: _____ Person in Charge: _____

Preparation Time: _____ Email Address: _____

Event Starting Time: _____ Home Phone: _____

Estimated Ending Time: _____ Cell Phone: _____

I have access to the building (key)

I will need access to the building

Facilities Needed (check all that apply)

Sanctuary

Fellowship Hall

Fellowship Hall Kitchen

Educational Building

Educational Building Kitchen

Equipment Needed (check all that apply)

Video Projector

Sound System

Please Describe your event/activity:

Contact Person: _____

Address: _____

Cell Phone: _____ Email Address: _____

Rental Fee: \$ _____ Clean-Up Deposit: \$ _____