

Church Facilities Rental Fee Schedule

Fee Schedule for Weddings

Members:		Non-Members:	
Sanctuary	- No Charge	Sanctuary	- \$250.00
Small Fellowship Hall	- \$25.00	Small Fellowship Hall	- \$150.00
Security Deposit	- \$100.00	Security Deposit	- \$350.00
		Sound Technician	- \$75.00

Fee Schedule for Personal Events

Personal events include Wedding Receptions, Rehearsal Dinners, Showers, Anniversaries, Reunions, etc.

Members:		Non-Members:	
Educational Building Fellowship Hall	\$25.00 Daily Rate	Educational Building Fellowship Hall	\$50.00 Daily Rate
	\$100.00 Security Deposit		\$100.00 Security Deposit
Multipurpose Building	\$100.00 Daily Rate	Multipurpose Building	\$300.00 Daily Rate
	\$100.00 Security Deposit		\$350.00 Security Deposit

Fee Schedule for Group Events

Group events include Banquets, Retreats, Special Meetings, etc. for Organizations.

Educational Building Fellowship Hall	Fellowship Hall	Multipurpose Building
\$50.00 Daily Rate	\$150.00 Daily Rate	\$300.00 Daily Rate
\$100.00 Security Deposit	\$100 Security Deposit	\$350.00 Security Deposit
		\$125 to add Chairs over 125

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 being added to 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.
5. Smoking, Alcoholic beverages, and drugs are not permitted on any church property. Anything that would detract from a Christian atmosphere will not be permitted.
6. **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)
7. **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.
8. **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.
9. **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 without previous consent.**
10. **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.**
11. 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 from premises by group renting facility.
12. **Original condition:** In order to maintain the 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 activity.
13. 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.

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

A copy of the rules and regulations will be given to each group requesting rental.

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).

Clean Up Checklist

Kitchen

DO NOT USE DISPOSABLE KITCHEN SUPPLIES (cups, paper plates, napkins, etc.)

DO NOT REMOVE ANY ITEMS FROM THE KITCHEN.

DO NOT LEAVE FOOD FROM YOUR FUNCTION IN THE KITCHEN

Clean Up Checklist:

- Wash, dry, and return all pots, pans, cookware, silverware, appliances to proper locations.
- Clean stove, sinks, and counters. Wipe down all surfaces.
- Remove wet towels and soiled table cloths; wash, dry, and return to church.
- Sweep and mop kitchen floor.
- Remove trash from trash cans and put new liners in. in external trash bins at completion of the event. Put new trash liners in cans. Excess trash needs to be removed from the church premises.

Educational Fellowship Hall Regulations:

- Wipe down all tables and chairs.
- Sweep floors around and under tables. (Mop as needed)
- Remove trash bags from trash cans and put in new trash liners. Trash needs to be removed from the church premises.

Facility Request Form

(Please complete and return to the contact person)

694 Salem Church Road
Lexington, GA 30648
706.743.3040

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salembaptistcommunity@gmail.com



SALEM BAPTIST CHURCH

EST. 1789

THINKING. LOVING. DOING.

Event Date(s) _____

Today's Date: _____

Select One: Personal Event Group Event Name of Group: _____

Event: _____ Number of People Expected: _____

Event Starting Time: _____ Estimated Ending Time: _____

Preparation Time: _____ Additional Dates/Time Needed: _____

Please Describe your event/activity:

Contact Person: _____

Contact Person Address: _____

Email Address: _____ Cell Phone: _____

I have access to the building

I will need access to the building.

Facilities Needed (check all that apply)

Equipment Needed (check all that apply)

- Sanctuary
- Educational Building/Kitchen
- Multipurpose Building
- Multipurpose Building Kitchen

- Video Projector (Sanctuary Only)
- Sanctuary Sound System
- Multipurpose Building Sound System
- Sound Technician

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.

Rental Fee: \$ _____ Security Deposit: \$ _____