



13402 W. 92nd St.  
Lenexa, KS  
66215-3637

Office: 913-888-5051  
Web: salemlutheran-ks.org

## **Facility Usage Policy and Guidelines**

Salem Lutheran Church has provided this facility and furnishings for the benefit of our membership. Nevertheless, we also make our facility available to our community depending on the purpose and nature of the group and based upon application and prior approval. Since there will be many groups using this area, the following guidelines are in place so that members and outside groups are all in agreement as to what constitutes good stewardship in relation to the use of the facilities.

Furnishings and equipment are church property and are not to be taken outside the facility or loaned out without prior approval of the church office and/or the Property team leader.

### **RESERVATIONS:**

A "Facility Use/Event Request Form" must be obtained through the church office or the Salem website - [www.salemlutheran-ks.org](http://www.salemlutheran-ks.org). (This does not apply to monthly ministry team meetings held in the classrooms). The person responsible for coordinating the event must complete the request form and return it to the church office; please allow at least 2 weeks advanced notice. Each request will be reviewed and ultimately approved or denied in writing by the church office. We expect that any reasonable request will be granted based on availability.

### **ROOM SET UP:**

The individual/group requesting use of the facility is responsible for setting up of tables, chairs, etc. They are also responsible for resetting the room including breakdown of any tables and chairs as well as cleanup of the area (including restrooms for cleanliness). Some restrooms are located in the basement. Please leave it as you found it.

### **EXCLUDED ITEMS:**

Church offices, phones, copiers and computer equipment may not be used by outside groups.

### **FACILITY GUIDELINES:**

- 1) Once a date and time are confirmed, you will need to find out if the church will already be open or if you need to obtain a set of keys. If keys will be needed, you must check them out via the church secretary. Return of keys is expected within 2 business days of your event.
- 2) If you are using keys, you are responsible for making absolutely sure that all doors are locked and the building is secured before leaving. Also ensure all lights are turned off prior to leaving.

- 3) Smoking is prohibited in the building. Alcohol is prohibited in the building or anywhere on the property.
- 4) All children must be supervised by an adult at all times. Please refer to Salem's Child Protection Policy on the Salem website ([www.ssalemlutheran-ks.org](http://www.ssalemlutheran-ks.org)), under the 'News' tab click on 'Forms in right hand column.
- 5) Approval for use by a group or organization is for a designated area(s) and does not grant group access to the entire facility.
- 6) Groups requiring the use of the sound system must have prior approval. Only approved Sound Technicians from Salem Lutheran Church are authorized to use the sound equipment. Compensation for an on-sight Sound Technician will be required at a rate of \$20.00 per hour.
- 7) Outside groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. The church will provide garbage bags, cleaning supplies.
- 8) Salem Lutheran Church, its officers and members are not responsible for injuries occurring on or in the property during the usage of said facilities and shall be held harmless. Please provide a copy/certificate of your liability insurance.
- 9) Care should be taken for security of participants and possessions. Salem Lutheran Church, its officers and members are not responsible for any loss of material items.
- 10) Group items that need to be stored for future use must be marked with your group name and date and stored.
- 11) **Damage:** it is understood that the responsible party agrees to pay for any damages to the facility or property, including any need for additional custodial services. Damage deposit check of \$100 to be returned after event providing everything is okay.
- 12) *Suggested donation of \$50.*

#### **CLEANUP GUIDELINES:**

1. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.
2. All decorations are to be removed from the rooms before leaving.
3. Thoroughly clean kitchen area, if used (*see Kitchen Cleanup Checklist*).
4. Wipe up all spills and sweep / vacuum fellowship hall floor (if needed - broom / vacuum located in the closet at the bottom of the basement stairs or in furnace room).
5. Wipe off all tables and chairs with a damp cloth (including high chairs and booster seats if used).
6. All garbage is to be disposed of in the dumpsters located out the back door of the fellowship hall. Replace trash can liners (located on a shelf in the kitchen closet).

We thank you for being a part of our church household and for following good steward guidelines for using the church facilities. May your event be a complete success!

## KITCHEN CLEANUP CHECKLIST:

*Check off each item that pertains to the building used as you complete these tasks. Each item must be completed before leaving the premises or marked N/A (not applicable).*

\_\_\_ **Luther Hall (LH)**

\_\_\_ **Koinonia Fellowship Hall (KH)**

1. \_\_\_ All dishes and utensils/silverware need to be run through the dishwasher and put back in the proper place. (LH only)
2. \_\_\_ All dishes and silverware stored in their proper places.
3. \_\_\_ All pots and pans used, scrubbed and returned to proper storage place.
4. \_\_\_ Cabinets are labeled, so return all supplies to their appropriate place. (LH only)
5. \_\_\_ Never pour fat or grease down the kitchen sink drains.
6. \_\_\_ All tablecloths, dishtowels, washcloths and hot pads should be taken home to be washed, ironed and returned to the kitchen by the following week.
7. \_\_\_ All disposable items discarded and garbage bags placed in the dumpster.
8. \_\_\_ All garbage cans returned to the kitchen or fellowship hall after being emptied and a clean garbage bag placed in each can.
9. \_\_\_ Stove top and racks should be cleaned and scrubbed with a non-scratch cleaner, provided by the church (if food is spilled).
10. \_\_\_ Sinks and counter tops wiped clean.
11. \_\_\_ All perishable food must be used, given away or distributed to charitable ministries.
12. \_\_\_ Any food left in the refrigerator or freezer should be dated and labeled with its intended use. Food left behind will be discarded or used within three days.
13. \_\_\_ If globes and candle holders are used, please wash and dry them before they are returned to the proper storage area. (LH only)
14. \_\_\_ All dishes left by church members should be cleaned and placed on the counter by the microwave to be picked up later.
15. \_\_\_ All coffee pots emptied, washed out, dried, reassembled and placed in proper storage area.
16. \_\_\_ If coffee machine is used, empty grounds, clean pots and turn off hot plates.
17. \_\_\_ If the manual can opener is used, scrub with brush and hot soapy water, dry and return to drawer.
18. \_\_\_ Have tables and chairs that were used, folded, stacked, and returned to their proper storage area.
19. \_\_\_ If using warmer unit, clean (if food is spilled) and make sure it is turned off. (LH only)
20. \_\_\_ Turn off kitchen lights and fan.

### Important Notes

- If any paper products are needed, a request must be made and given to the Kitchen coordinator.
- Never use comet or abrasives on any equipment.

## Equipment Services Request

### Must be completed with the Facility Request Form

You will be contacted at least two weeks prior to the event to confirm details.

Name of Group: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Equipment & Personnel Needs

- \_\_\_ (#) of Singing Mics:                      (##) of Stands
- \_\_\_ Podium Mic
- \_\_\_ Wireless Handheld Mic
- \_\_\_ Keyboard
- \_\_\_ Overhead Projector
- \_\_\_ Sanctuary Screen Projector (2 weeks notice)
- \_\_\_ TV
- \_\_\_ VCR or DVD Player
- \_\_\_ Audio Operator for Sanctuary Sound System  
(2 weeks advance notice plus operator fee)

## Facility Use Request

Name of Group: \_\_\_\_\_

Event Coordinator (individual responsible): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated No. attending: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested (start/end): \_\_\_\_\_

Purpose of your meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be selling anything at this activity? \_\_\_\_\_

If "Yes", what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Room(s)/Resources needed:

**Koinonia Hall:** Fellowship \_\_\_ Conference \_\_\_ Kitchen \_\_\_ Study room \_\_\_

**Luther Hall:** Fellowship \_\_\_ Conference \_\_\_ Kitchen \_\_\_ Classroom \_\_\_\_\_(please specify)

**Church:** Sanctuary \_\_\_ Classroom \_\_\_\_\_(please specify)

Other \_\_\_\_\_

## **Facility Use Request (cont.)**

If childcare is provided, an adult must supervise the area at all times. Responsible teens may assist with childcare.

**I read the Facility Use Policy and agree to honor the guidelines.**

Signature of responsible individual: \_\_\_\_\_

Should any of the information above change before the date of your event, please inform the church office (888-5051) as soon as possible.