



GUIDELINES FOR THE USE OF SALFORD MENNONITE CHURCH FACILITIES

The church is people—the community of faith. Gathered under the Lordship of Christ, we are called to serve our Lord by serving each other as well as those outside the community of faith. For convenience we gather in a meetinghouse. We’ve built a building to enhance our worship, ministry and service. We hope the following guidelines will promote the appropriate use.

- A. Reservations for the use of the facilities must be made with the Church Administrator. The Church Administrator, in consultation with the Facilities manager and Lead Pastor, will review the application. The event will be **listed** on the Facilities Calendar **as soon as payment is received** and persons whose services are required will be notified.
- B. Rental of Fellowship Hall and Gathering Room
 1. Reservations must be made well in advance of the event. It is suggested that members reserve at least four months ahead so that first priority can be given to them. Non-member reservations can be scheduled two months prior to the event. Wedding reservations will be accepted well in advance.
 2. Only activities that are in keeping with Christian principles that fit into the mission and purposes of our congregation and/or conference are permitted.
 3. The use of alcoholic beverages or smoking is not permitted anywhere in the church building or grounds.
 4. Salford sponsored activities are to be given priority.
 5. The facilities are available for special celebrations such as weddings, anniversaries, family gatherings, bridal showers, graduation parties, farewell gatherings, etc. on weekends.
 6. All activities must be limited to areas requested. All other areas will not be available.
 7. Audio and projection equipment must be reserved and operated by persons authorized by the church.
 8. Fellowship Hall seating capacity is restricted to 216 at all round tables; combination of round and rectangle tables seating capacity at 285. Groups must provide sufficient help to the Facilities Manager in setting up and removing the tables and chairs.
 9. The gas fireplace in the Fellowship Hall is to be operated only by the Facilities Manager.
 10. Any group using the Fellowship Hall and/or The Gathering Room will be responsible to use all property with care and respect. All damaged property will be charged to the responsible person.
 12. Any group using the facilities is expected to clean up after their event. There will be a charge for inadequate clean-up. All trash must be bagged and disposed of as per the Facilities Manager’s instructions.
 13. Holidays (Thanksgiving through New Year) are reserved for Salford events and are not available for activities outside of Salford congregation.
 14. Facilities are to be vacated by 10:30 PM

C. Rental of Auditorium for non-church events

1. Auditorium use by members for non-church musical events etc. is restricted to the front of the church only. The restrooms in the front are included. Fee listed on Fee Schedule, Section IV Auditorium use .
2. It is the responsibility of the member requesting use to insure that all church rules are followed. Front entrances **only** would be available. No children are allowed in the basement, 2nd floor, back lobby or any classrooms/offices.
3. Any food brought into the church must be kept in the Fellowship Hall/or the Gathering Room. Use of these rooms requires cleanup by the group using them.

D. Rental of Oak Grove

1. Groups must leave the area like it was when they arrived.
2. Picnics **do not** include the use of the church kitchen.
3. Restrooms available at the front of the church, inside the door closest to the grove.
4. If fellowship hall is to be reserved as a backup, in case of rain, payment must be paid for both the grove and fellowship hall. If the fellowship hall is not needed, payment will be refunded following the event date.

FOOD SERVICE GUIDELINES

1. Kitchen facilities are available for use by Sunday School classes, small groups, youth activities, and other such groups and organizations of our congregation. These groups and members using the kitchen for activities should:
 - Supply food, coffee, paper supplies, etc.
 - Supply adequate help for preparation, serving, cleanup.
 - Are expected to treat equipment with care and clean and put away all items used.
2. Equipment must not be removed from the kitchen without permission of the church office or Congregational Fellowship Ministry Team Chair. It must be signed out on the sheet provided and returned promptly.
3. It is acceptable for a caterer to serve receptions or banquets provided the Congregational Fellowship Ministry Team Member is present. Caterers are required to use their own equipment for preparation and serving of a meal. Kitchen equipment or supplies are only to be used by special permission. Proper care and clean up must be completed by the caterer.
4. All food items necessary for preparation and serving a meal must be brought and removed, from the kitchen and Fellowship Hall, by those who use the facilities.