

**Salem Reformed Church
Application for Use of Facilities**

Direct questions and inquires to salemreformedchurch3@gmail.com or 301-739-9212

Today's Date (must be 30 days in advance): _____

Pastor's Initials: _____

Name of Applicant/Organization: _____

Purpose of Activity: _____

Important: Should the consistory decide by a majority vote that the purpose or objective of an activity conflicts with the beliefs of Salem Reformed Church outlined in the constitution and bylaws, this contract will be terminated.

Area Requested	Price (usually access for 5 hours)	Date(s) Requested	Start Time	End Time No later than 10:00pm
Family Life Center (FLC) Gymnasium	\$200.00			
FLC Kitchen	\$100.00			
FLC Stage	Included w/ gym			
Hoffman Fellowship Hall/Kitchen	\$100.00			
Upper Room Classroom	\$50.00			
Sunday School Classroom	\$50.00			
SECURITY DEPOSIT (refundable)	\$100.00			

*Suggested price for current active members is 50% of listed fees.

*Building Entry is based on time indicated. Please allow time for set up and clean up.

TOTAL DUE TO SALEM REFORMED CHURCH: \$ _____

Facilities Use Policies

- Use of Sound System: contact Charles Grab at (301) 582-0668 for information and to pay a \$75.00 service charge.
- Use of facilities does not include use of athletic equipment without prior approval from the church office.
- All audio or visual presentations must be of good taste in following Salem's Mission Statement.
- Meals may be supplied by the user, a caterer, or Salem Auxiliary Kitchen Staff.
- Caterers must provide proof of insurance 30 days in advance to Salem Reformed Church.
- If tables and chairs need moved, they are to be *picked up and carried*, not slid across the floor.
- Chairs are to be left folded and leaning against tables at the conclusion of your event.
- Organizations using facilities must provide proof of insurance 30 days in advance to Salem Reformed Church.
- All fees must be paid at least 30 days in advance. Churches and non-profit organizations may receive a 20% discount.
- Upon inspection, the security deposit may be refunded within seven business days.**
- For continual events, should Salem determine that this contract has been violated, or property damaged at the fault of the applicant, the contract and permission to use facilities may be terminated immediately.**

By signing this document, I _____, agree to follow procedures outlined above and recognize that Salem Reformed Church, it's staff, volunteers, or other associates hold no liability in the event of an injury caused by equipment I've agreed to use in the facilities including kitchen appliances/equipment and athletic equipment.

Applicant's Signature: _____

Primary Phone: _____

Email: _____

Secondary Phone: _____

Mail application and payment to: Salem Reformed Church P.O. Box 296, Maugansville, MD 21767.

Tobacco products, drugs, alcohol, vaping, and gambling are prohibited on church property