NORTH SALEM
CHRISTIAN CHURCH

BUILDING RENTAL POLICY & FACILITY USE AGREEMENT

North Salem Christian Church (NSCC) exists to love God deeply, follow Jesus boldly, and share His love daily. The facilities God has entrusted to NSCC are dedicated to His glory and to ministry that aligns with biblical values and the mission of the church. All activities conducted on church property must honor Christ and respect the spiritual purpose of this facility.

Request & Approval Process

1. All facility use requests must be submitted to the Pastor or a designated church representative to check availability.

2. Church-sponsored ministries and events always take priority over rentals. Requests are considered in the order received.

3. A completed and signed rental agreement must be signed by the renter and an authorized church representative prior to use.

4. A facility walkthrough and review of the Building Rental Policy will be conducted prior to final approval.

5. Arrangements to gain access to the facilities must be made at least 24 hours prior to the event.

6. NSCC reserves the right to approve or deny any request at its sole discretion.

Facility Use Guidelines

1. Renters are responsible for setup, teardown, and cleanup of all areas used.

2. Tables, chairs, and equipment must be returned to their original, pre-event locations.

3. No tables, chairs, or other church property may be removed from the facility without prior approval.

4. Any use of kitchen equipment, appliances, tables, chairs, sports equipment, sound, or media systems must be requested in advance and indicated on the rental agreement.

5. Renters may not use church-owned food, beverages, or paper products (cups, plates, napkins, etc.) and must provide their own.

6. Church-owned dishes, silverware, and utensils must be washed, dried, and returned to proper storage after use.

Conduct & Safety Expectations

1. Alcoholic beverages, illegal drugs, or controlled substances are strictly prohibited anywhere on church property, including buildings and parking areas.

2. If alcohol or drugs are found on the premises, the rental agreement may be terminated immediately and any deposit forfeited.

3. Smoking, vaping, or similar activities are not permitted inside any church building or parsonage and must take place at least 30 feet from entrances.

4. Renters and guests must remain only in areas specified in the rental agreement. Classrooms, nursery, offices, and other non-rented areas may not be used.

5. Food and drink are permitted only in approved areas designated by NSCC.

6. Children must be supervised at all times and may not be left unattended on church property.

7. All participants must conduct themselves in an appropriate, civil, and Christ-honoring manner. Any activity deemed inappropriate by church leadership will not be allowed.

Sound, Media & Staffing Requirements

1. Use of sanctuary sound or media systems requires an NSCC-approved sound technician.

2. Only authorized NSCC sound technicians are permitted in the sound booth.

3. Additional technical or custodial staffing fees may apply depending on the event.

Damage, Liability & Indemnification

1. The renter is fully responsible for any damage, breakage, loss, or defacement of church buildings, structures, or property occurring during the event.

2. NSCC is not responsible for injury, loss, or damage to persons or personal property.

3. The renter agrees to hold harmless, indemnify, and defend NSCC, its staff, leadership, and volunteers from any claims arising directly or indirectly from use of the facilities.

Event Conclusion Requirements

1. At the conclusion of the event, all lights and appliances must be turned off.

2. Garbage and trash must be properly disposed of in designated containers.

3. Rooms must be returned to their original condition.

4. All dishes or kitchen items used must be washed, dried, and put away.

5. No food items may be left on the premises or in refrigerators or freezers without approval.