

SALEM CHAPEL

Facility Reservation Guidelines

Salem Chapel

610 Coliseum Dr, Winston Salem, NC 27106

M3 Innovation Center

620 Coliseum Dr, Winston Salem, NC 27106

336-765-6460 | salemchapel.org



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View the campus maps at saalemchapel.org/reservations

General Guidelines

1. Facility requests do not guarantee approval. Requests are considered up to three months in advance, exceptions may be approved in certain circumstances. Allow three business days for a response from the Reservation Team. The Reservation Team will ensure the reserving party has all the necessary forms and information needed to help with planning the event.
2. Keys/Access code will be provided at the event walkthrough with our Facilities Team. Our Facilities/Reservation Team will coordinate scheduling the walkthrough.
3. Payment is due one week prior to the event and payable to Salem Chapel. Failure to meet this payment deadline may result in the cancellation of the event.
4. The reserving party must hold to the beginning and ending times of the reservation. There may be another reservation prior to/after the reserved time block.
5. Any use of AVL (Audio, Visual or Lighting) equipment must be approved before use. Training will be provided.
6. Surveillance cameras are in operation 24 hours a day on Salem Chapel properties.
7. Supervision of children is the responsibility of the reserving party. Children are allowed only in the reserved areas of the building.
8. Each room comes with its own thermostat and is preset. If room is uncomfortable, adjust as needed. Temperature will reset automatically.

9. The reserving party is responsible for set-up and tear-down of all items used.
10. No tape, stickers or adhesives should be used except painter's tape when decorations are attached to Salem Chapel property.
11. Open flames, other than chafing dish fuel, are not allowed inside Salem Chapel facilities.
12. Cooking of any food is not allowed over the fire pit.
13. The reserving party is responsible for cleaning the used space, including the kitchen (if used), and putting garbage in the dumpster.
14. All personal items must be removed after the event. Salem Chapel is not responsible for lost or stolen items.
15. Return all items moved during the event to their original places, leaving things the way they were found.
16. All doors must be closed and lights turned off in the reserved area(s) before exiting the building.
17. Be respectful of the facilities, and report any damages to the Facilities Team.

If you have any questions before the event please contact reservations@saalemchapel.org. Contact for emergency situations will be provided before the event.

Mission Statement:

We exist to Glorify God by making and mobilizing disciples who represent the Gospel of Jesus Christ to every man, woman and child.

Reserved Spaces & Rates

Salem Chapel Attender requests:

- Ministry-Related (MR) are events that are open to the Salem Chapel family. There is no fee to use the facilities but approval is based on availability.
- Non-Ministry Related (NMR) are events such as birthday parties, family gatherings, baby showers, etc. See the fee schedule below.

Ministry Partner (MP) requests:

- MPs are organizations with an established relationship with Salem Chapel. An MP partners with Salem Chapel in Winston Salem and/or around the world to achieve Salem Chapel's mission statement. There is no fee to use the facilities but approval is based on availability.

Non-Salem Chapel Attender (NSC) requests:

- These are events that align with Salem Chapel's Mission Statement. See the fee schedule below.



M3 Classrooms (201-205) and Salem Kids Classrooms (Nursery, Cruisers, 2's, Backstage, or Worship)

Fee: \$25 for NMR events/\$50 for NSC events


Details: Access to classroom and bathrooms only, no kitchen or cafe use. TV access via HDMI for projection from personal device. Room sizes vary up to 25 people.



M3 Double Classroom (101-102)

Fee: \$40 for NMR events/\$60 for NSC events

Details: Access to classroom and bathrooms only, no kitchen or cafe use. TV access via HDMI for projection from personal device. Up to 40 people.



M3 Community Space (Open area, Cafe & Patio)

Fee: \$75 for NMR events/\$100 for NSC events

Detail: Access to main level rooms minus classroom. AVL available with training. Up to 125 people.



Salem Chapel Lobby/Abide Cafe or Gym/Playground

Fee: \$50 for NMR events/\$75 for NSC events

Details: Includes access to bathrooms and kitchen. Cafe use only for Lobby/Abide Cafe rental. Up to 80 people.