

Salem Utah Stake

Stake center meetinghouse guidelines for individuals and families

The following guidelines are for individuals and families who reserve the Salem stake center for family activities. Reservations must be approved and scheduled through the stake center scheduler, agent Bishop, and also listed on the Stake calendar. Families should read or ensure all attending are aware of the following guidelines.

Guidelines:

1. Activities and personal conduct in the building should reflect the respect and reverence associated with a house of the Lord. Allowing children to run through the halls, play in classrooms, or be unattended in the building should be carefully monitored and is not acceptable.
2. The cultural hall, kitchen, and multi-purpose room (along with the bathrooms located down the hall) are the only rooms that should be used. If other rooms are needed, permission must be requested and approved before use. NO use or access to the Chapel is permitted. Children should be instructed to not play in or run through the Chapel, hallways, or classrooms.
3. The family must receive access (keys) to the building through their ward leadership (Bishopric member). The bishopric should be aware of the use and access of the building by any member of their ward family and should monitor access (keys) and safety of the building during their members use. No other doors should be unlocked or used except the outside door (south/east) leading to the Kitchen and cultural hall.
4. The use of cultural hall stage should be carefully monitored by adults. Many things are stored on the stage and the drapes are VERY expensive to repair. The family will be responsible for any accidents or damage to stage area. Children running through or jumping off the stage is not permitted.
5. NO electrical appliances should be used except in the kitchen or cultural hall.
6. The family is responsible for the following at the conclusion of the activity;
 - a. TURN OFF all stoves or electrical appliances in the kitchen.
 - b. Clean kitchen and all utensils, stoves, etc. – leave it better than you found it.
 - c. Empty ALL trash cans and replace with new liners – Bathrooms, Kitchen, Cultural Hall, Multi-purpose room.
 - d. Clean Bathroom(s) – pick up any trash and ensure toilets and sink are clean. Mop bathrooms if they are dirty. (Mops and cleaning supplies are in cleaning closet located next to Kitchen)
 - e. The Cultural hall should be swept/mopped and all chairs properly stored under stage or placed on racks in closet. Do not leave chairs stacked against walls of cultural hall.
 - f. Multi-purpose room should be cleaned, chairs stacked, and prepared for nursery.
 - g. Vacuum the hallways, multi-purpose room, and other rooms found to be dirty. Assume that no one will be cleaning up after you to prepare for Sunday services.
 - h. If there are any carpet stains or broken items found during the activity, these should be reported to the bishopric member who gave you access to the building.
 - i. Clean glass on outside entry doors (glass cleaner in cleaning closet next to Kitchen)
 - j. Leave the building clean – prepared for Sunday worship.
 - k. Turn OFF lights.
 - l. Lockup building – ensure that ALL doors are locked and keys are returned to Bishopric member. Never leave the building unlocked.