

Salem City Community Center

FAQ's

1. How do I get into the building on the day of my event?

Entrance to the building is coordinated by a city representative. You will be given the phone number of the city rep. who will unlock and lock the building on that day. You will not have access to a key, the building will only be unlocked one time, and, you must call the representative at least two days prior to the date of your rental to make arrangements for the unlocking of the building. You are responsible for the building from the time it is opened to the time it is closed. Please note that the full day rental hours are from 7:00 am to 11:00 pm.

2. How many tables are there, and what size are they?

There are 30 round tables, and 3 buffet tables. The round tables are 60" wide, and the buffet tables are 96" long.

3. How many chairs are there?

We have over 180 maroon padded chairs, and over 190 metal chairs. These chairs are the curved back style folding chairs.

4. Do I need to bring anything for cleaning up?

The city provides for your use at the building: all cleaning products, garbage liners, mop & bucket, vacuum, and broom. You will need to bring your own rags for washing dishes.

5. Is there a sound system available for our use?

The building is equipped with a full sound system, CD player, microphones, MP3 plug-in, and a screen for projectors, or slides. We do not have a projector.

6. What serving items are stocked in the kitchen?

The kitchen is stocked with dinner plates, bowls, salad plates, and cups. There is also silverware, water pitchers, and salt & pepper shakers. The kitchen also has two refrigerators, an oven, and a microwave.

7. Are we allowed to have alcohol?

Since this is public property, and subject to the same laws and ordinances that apply to public parks, NO alcohol is allowed in the building or on the property. You, the renter, will be responsible for any alcohol found on the premises, whether it is you or your guests. As a reminder, the Utah Indoor Clean Air Act prohibits smoking.

8. How high is the ceiling and what is the size of the room?

The ceiling is 10 feet high in the main room, and 9 feet high over the stage. The main room is approximately 66 x 58 ft, with a 13 x 35 ft stage.

9. Can we remove or hang anything from the walls?

NO. You are not to take down any of the pictures hanging on the walls, or hang or attach anything to the walls. Also do not move Christmas Trees when they are set up.

10. Is there enough parking for the building?

There are well over 50 parking spaces in the building parking lot. If your guests need more parking, they are welcome to use the Knoll Park parking lot at the bottom of the hill and walk to the building.