

OFFICE USE ONLY: Building Deposit: _____ Date Paid _____ Init. _____ Date Returned _____
Building Use Fee Total: _____ Date Paid _____ Init. _____

BETHEL BAPTIST CHURCH BUILDING USE REQUEST FORM

Today's Date _____

Person Making Request _____

Address _____

Telephone (_____) _____ Cell Phone(_____) _____

Email Address _____

Member _____ Regular Attendee _____ Non-Attendee _____

Person(s) in charge who will be in attendance:

Name _____ Phone _____

Name _____ Phone _____

Recurring Event: Describe the day of month, e.g. "the first Thursday of each month," "every Tuesday"

Start Time _____ Ending Time _____

(Include Set-Up Time) (Include Clean-Up Time)

Starting Date _____ Ending Date _____

Single Use Event: Date _____ Start Time _____ Stop Time _____

(Include Set-Up Time) (Include Clean-Up Time)

Type of Event _____ Actual event time if to be announced: _____

_____ I have access to the building (key) _____ I will need access to the building (you must contact the church office)

Areas of church to be used:

_____ Sanctuary (180 cap.)
_____ The Flow (Gym) (160 cap.)
_____ Ravine Room (48 cap.)
_____ Kitchen

_____ Library
_____ Youth Center
_____ Nursery/Pre-School Area
_____ Classroom(s) # _____

Equipment Needed:

_____ Sanctuary Projector*
_____ Sanctuary Sound System*
_____ The Flow Projector*
_____ The Flow Sound System*
_____ Microphones # _____
_____ TV/DVD/VCR

Tables # & Type: _____ Round _____ 8' _____ 4'
Chairs # _____
Podium _____
Portable Screen _____
Easel with Writing Pad _____
Coffee Pot(s) _____

*Requests for these specialized pieces of equipment require a Bethel technician, please see page 2.

Custodial Services:

_____ *No – you must contact church for custodian guidelines at least 3 days prior to event (345-4011)

_____ Yes – see page 2 for custodian fees, which includes set up and clean up for event

*The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

Do you have any other concerns or special needs?

Number of People Attending_____

Are Children Attending?_____ If so, what type of supervision will be provided? How many adults will be supervising children?_____

Fees:

Security Deposit: \$_____ (Please make separate check to Bethel Baptist)

Room Name:_____ \$_____

Room Name:_____ \$_____

Custodial Fee: \$_____

Bethel Technician: \$_____

Other: \$_____

TOTAL \$_____

	<u>Non-Attendee</u>	<u>Non-Profit</u>		<u>Non-Attendee</u>	<u>Non-Profit</u>
Sanctuary:	\$150	\$75	Library:	\$25	\$15
The Flow:	\$200	\$100	Youth Center:	\$50	\$25
Ravine:	\$50	\$25	Nursery/Pre-School Area:	\$50	\$25
Kitchen:	\$75	\$40	Classroom (Each):	\$25	\$15
Maximum Charge for entire facility:				\$500	\$250
Custodian:	\$15 per hour/minimum of 1 hour				
Bethel Technician:	\$15 per hour/minimum of 1 hour				

- You must make your request 2 weeks in advance of your event and are at the approval of Bethel Baptist’s staff.
- Any changes to this request must be in writing and approved by the office.
- A Member or Regular attendee of the church will have priority over non-members, if the request for the church use has been properly filed.
- Members and Regular attendees may use the facility free of charge. (They must pay the \$75 refundable deposit.) Each usage request requires that a building use request form be completed.
- You must provide adequate supervision and a person who is clearly responsible for the group. This person is also responsible for cleaning up after the event. Please refer to attached policies.
- A \$75 refundable deposit to hold the date(s). The deposit will be refunded upon the return of the church in the condition it was prior to the event.
- Checks should be made payable to Bethel Baptist Church.
- Use of alcoholic beverages will not be allowed on church property. The use of tobacco products is not permitted in the church building.

By signing below, I state I have read and agree to the above mentioned and attached policies.

Requestor’s Signature_____ Date_____

Approval Signature_____ Date_____