

Bethel Lutheran Church
Single Event Building Use Policy
Board of Lay Ministry

Philosophy

We believe that God has gifted this congregation with a beautiful and spacious facility that is to be used as a place in which people may gather for worship, education, fellowship and spiritual nurture. Therefore, we offer our building for use to persons and/or groups (members and nonmembers) who are willing to adhere to the following guidelines:

Guidelines

1. In all matters concerning the use of the Bethel Lutheran Church facility, the Board of Lay Ministry has ultimate authority in deciding whether or not an event is contrary to the character of the church.
2. Persons/Groups wanting to use some portion of our church facility must first check with the church staff regarding availability.
3. No date(s) will be secured until the person/group making arrangements pays a \$35 Damage and Cleaning Deposit. Checks may be written to the order of Bethel Lutheran Church. This deposit will be returned in full to the person/group making arrangements if:
 - the portion of the building used is clean and furniture is returned to its original configuration, and
 - there has been no damage to any portion of the building during the time of its use by said person/group.
4. Groups will be responsible for their own set-up (if needed) and clean-up. Information regarding the location of extra tables and chairs may be obtained from our custodian, Jana Olson.
Groups requiring setup must secure the services of our custodian for a nominal fee payable to the church when:
 - the group is more than 100 people and using the Fellowship Hall (\$40), or
 - the group has extraordinary setup needs and is using the Centennial Room (\$15).
5. If the above conditions are met satisfactorily, Bethel Lutheran Church will return the deposit within one week of the event.
6. If cleaning in excess of what is reasonable is required, the deposit will not be returned.
7. If the building receives damages during the time of usage, the deposit will not be returned. In addition, the person/group making arrangements will be billed for the actual cost of repairing the damage minus the \$35 deposit.

I/We have read the above guidelines and agree to follow them in full.

Signature/Name of Organization: _____

Contact Person: _____ Date: _____

Phone #: _____ Email: _____

Date(s) Needed: _____ Event: _____

Beginning Time: _____ Ending Time: _____

Portion of Building to be Used: _____ Setup Fee: _____

Office Use Only: Deposit: _____ Ret. Y N Inspected By: _____