

Bethel Evangelical Lutheran Church  
REQUEST FOR USE OF FACILITIES

Office: _____
Pastor: _____
Custodial: _____

Name of Event: \_\_\_\_\_ Organization \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact phone #: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Size of group anticipated: \_\_\_\_\_

Actual Event time: From \_\_\_\_\_ to \_\_\_\_\_

Use of building time: Setup start time: \_\_\_\_\_ Out of building time: \_\_\_\_\_

**Please check all of the spaces  
you will need for your event**

- Fireside Room
- Kitchen
- Meeting Room/Class Room
  - room 6
  - rooms 7 & 8
  - rooms 9 & 10
- Narthex (entryway/16<sup>th</sup> & 41<sup>st</sup>)
- Nazareth Hall/Gym (up to 242 people)
- Parking Lot
- Sanctuary (up to 550 people)
- Theater (up to 40 people)
- Toddler Room
- Nursery
- Parlor
- Choir Room
- Youth Room
- Other Space \_\_\_\_\_

**Please check all of the equipment  
you will need**

- Organ (with SPECIAL permission & extra fee)
- Grand Piano (with SPECIAL permission & extra fee)
- Upright piano
- Tables: rectangle, #: \_\_\_\_\_  
round (*Nazareth only*), # \_\_\_\_\_
- Chairs: how many? \_\_\_\_\_
- Podium
- Microphone
- Music Stand
- Whiteboard
- TV \_\_\_\_\_ VCR \_\_\_\_\_ DVD \_\_\_\_\_
- Projector
- Screen
- Other - Please specify \_\_\_\_\_

**Please specify setup or other notes:**

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**Please sketch your preferred room set up on a separate sheet of paper and attach it.**

**REFUNDABLE Damage & Time DEPOSIT REQUIRED \$ \_\_\_\_\_**  
**Deposit is due along with this form in order to reserve your space.**

**Please read and initial each "Applicant Responsibilities" line on the back of this form.**

## APPLICANT RESPONSIBILITIES

- \_\_\_\_\_ You are responsible to supervise your event.
- \_\_\_\_\_ You will have responsible **adults** watching your youth/children through the event.
- \_\_\_\_\_ You are responsible to make sure your group does not go into unauthorized areas of the building.
- \_\_\_\_\_ Leave rooms clean and in orderly condition.
- \_\_\_\_\_ **NO ALCOHOLIC BEVERAGES ALLOWED ON THE PROPERTY** (includes parking lot)
  - \_\_\_\_\_ You will be told to leave if violated (police may be called if needed)
  - \_\_\_\_\_ You will lose your deposit if violated
- \_\_\_\_\_ **SMOKING IS NOT PERMITTED** in the building.
- \_\_\_\_\_ Bethel does not assume any liability or responsibility for accidents or injuries. If requested by Bethel Lutheran Church, you must provide a Certificate of Liability Insurance for your group.
- \_\_\_\_\_ You will be responsible for reimbursing Bethel for any damage to building, equipment or furnishings at repair/replacement cost.
- \_\_\_\_\_ As a courtesy to our neighbors, park only in the parking lot or the Bethel side of the street.
- \_\_\_\_\_ If you need to change the hours of your original request you must ask one week in advance so we can see if we can schedule a facilitator for the extra hours.
- \_\_\_\_\_ Bethel reserves the right to cancel or move your event in case of a funeral or other unanticipated event.
- \_\_\_\_\_ Part or all of your deposit will be kept in case your event:
  - Runs over the time scheduled to be out of building. (\$5 / minute)
  - There are more people attending than scheduled.
  - There is excess clean-up or disposal required.
  - If there are any damages to the building or grounds of Bethel Lutheran Church.
  - If any of the above guidelines are not followed.

**FEES** Fees depend on room(s) being reserved, and the time of use. Custodial fees will be added during "typically closed periods" and will continue from start of set up through finish of staff tear down and clean up.  
**Two custodial staff will be used for groups over 250.**  
**Full payment is due seven (7) days prior to the event.**  
**Checks should be made out to Bethel Lutheran Church.**

**Weekday Evenings:** If the building is scheduled to be open that evening the custodian will only be on duty until 9 PM. Evening events/meetings must be over and people out of the building by 9PM unless specific arrangements are made and approved prior to the event/meeting. If the building is otherwise scheduled to be closed that evening, custodial fees will apply for the entire time you use the building plus additional time required for set up or clean-up.

**Saturday & Sunday:** Custodial fees apply beginning at the time of arrival of the group and going through clean-up for all approved events.

**I will be responsible for the facilities of Bethel Evangelical Lutheran Church while our group uses them and will see that the above "Applicant Responsibilities" are followed.** The signee below will check out with the custodian upon leaving to verify the time out of building.

Signed: \_\_\_\_\_

Date \_\_\_\_\_