



**APPLICANT RESPONSIBILITIES**

FEES: Custodial - \$25 per hour (\$25 minimum) payable to Bethel Evangelical Lutheran Church. For Groups of 50 or more, when paper products are used, there will be an additional fee of \$45.00 for disposal.

ALL FEE PAYMENTS ARE DUE seven (7) days PRIOR TO THE EVENT. IF THE EVENT RUNS BEYOND THE SCHEDULED TIME, PAYMENT FOR EXTRA FEES IS DUE PRIOR TO DEPARTURE.

Weekday evenings: If building is scheduled to be open that evening, the custodian is on duty only until 9 p.m. Evening meetings must end at 9 p.m. unless specific arrangements are made and approved prior to the meeting. If building is scheduled to be closed that evening, then custodian fees will apply for the entire time you use the building.

Saturday & Sunday: Custodian on duty only until 12 noon (11:00 during summer months). Custodial fees apply to all approved events starting at close of normal operation through clean up.

- We ask that you supervise the activities of your group so that members do not go into unauthorized areas of the building.
- Room(s) should be left clean and in orderly condition.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PROPERTY.
- Smoking is NOT permitted in the building.
- We do not assume any liability or responsibility for accidents or injuries. If requested by Bethel Evangelical Lutheran Church, you must provide us with a Certificate of Liability Insurance for your group.
- To help cover the cost of utilities, we ask that you consider a donation to Bethel Evangelical Lutheran Church.
- In addition, it is understood that you will be responsible for reimbursing the church for any damage to equipment or furnishings at repair/replacement cost.
- As a courtesy to our neighbors, park only in our parking lot or the church side of the street.
- Bethel reserves the right to cancel or move your event in case of a Funeral.

**For Office Use:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fees for this event:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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