

APPLICANT RESPONSIBILITIES

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 through staff clean-up. Payments are due seven (7) days prior to the event. Checks should be made payable to Bethel Evangelical Lutheran Church.

Weekday evenings: If the building is scheduled to be open that evening, the Custodian will be 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 the building is otherwise scheduled to be closed that evening, Custodian fees will apply for the entire time you use the building plus additional time required to clean-up.

Saturday & Sunday: The Custodian will be on duty only until 12 noon. Custodial fees apply to all approved events beginning at the close of normal operation and continuing through clean up.

- We ask that you supervise the activities of your group so members do not go into unauthorized areas of the building.
- Leave rooms clean and in orderly condition.
- **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PROPERTY.** (Includes the parking lot.)
- 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.
- 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.
- If you need to change the hours of your original request you must ask one week in advance so 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 if: your event runs over the time scheduled, there are more people attending than expected; there is excess clean-up or disposal required; and any of the above guidelines are not followed.

Please sketch your preferred room set up here. Use additional paper if more space is needed.