

Bethany United Church of Christ

**Building Use Request Form**

**Renter Information**

Organization or Individual Renting Facility: \_\_\_\_\_

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

Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ Bethany Member \_\_\_\_ Bethany Group \_\_\_\_ Non-Profit Organization \_\_\_\_ Non-Member

**Event Information**

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Repeat: \_\_\_\_\_

**Building Space Requested**

\_\_\_\_ Social Hall \_\_\_\_ Kitchen \_\_\_\_ Lounge \_\_\_\_ Gym \_\_\_\_ Classroom \_\_\_\_ Sanctuary \_\_\_\_ Other

**Event Details / Specific Needs**

**(Including audio/video)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** To reserve building space for selected date, a \$100 security deposit along with this completed and signed form must be submitted at least 2 weeks prior to event. Deposit can be made by check or cash.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bethany Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**For Church Use Only**

**Deposit and Rental form received:** \_\_\_\_\_ (date)

**Event added to church calendar:** \_\_\_\_\_ (date)

**Key Provided:** \_\_\_\_\_ (date)

**Key and Building Checklist returned:** \_\_\_\_\_ (date)

### Key Building Use Policies

1. Bethany Church, it's officers and members shall not be liable for accidents, injuries, damages, or loss to you, to persons in your group, or to your vehicles or equipment while on church property or in the building.
2. While Bethany attempts to keep sidewalks, drives and stairways free of snow for scheduled events, the church is not responsible for snow removal, before during or following the use of the building
3. I agree that no one in our party will smoke or use E-cigarettes in any part of the building.
4. I understand that I am responsible for setting up and cleaning up after my event and will return everything to the order in which it was found. This includes any area used (ie. Bathrooms, hallways, kitchen).
5. I agree that there will be no alcoholic beverages, drugs or weapons at my event.
6. No signs, posters, pictures or any other item may be affixed to the walls or ceiling of the social hall, kitchen, sanctuary or classrooms. Bulletin Boards and tripod stands are available for such use. All decorations must be removed immediately after the event.
7. Minor children are to be supervised at all times as the church is not liable for injury to or building damage by any unaccompanied minors. Bethany UCC practices the Safe Church Policy. For events involving person(s) under the age of 18, two (2) responsible adults must be present at all times.
8. Groups using the church facilities are responsible for cleaning the rooms used at the end of their event. If the rooms are not returned to their condition prior to the event, deductions may be made from the Security deposit.
9. If you are using the kitchen, a list of basic information can be found posted in the kitchen. If you need instructions regarding the use of kitchen equipment (i.e. operating the dish sanitizer, etc.) please arrange to speak with the Facilities Manager prior to your event. Please provide your own coffee/tea supplies – the supplies in the kitchen is for church use.

**We ask you to please show respect and care for Bethany Church – it is a home for our church family, and a place where members of the extended community can celebrate meaningful occasions.**

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_