



# Church Use Request Form

Bethel Sponsored Events

TODAY'S DATE: \_\_\_\_\_

702 W. Alcott • Fergus Falls, MN 56537 • 218-736-5654

A Bethel sponsored event is any event under the authority of Bethel's leadership that furthers the mission of the congregation. Typically this includes church program events and events planned and arranged for by Bethel's ministry staff.

**Directions:** Please complete and return to the church office at least one week prior to event.

## ACTIVITY INFORMATION

Event: \_\_\_\_\_

Day/Date(s): (mm/dd/yy) \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

**ACTUAL START AND END TIMES**

Set up time(s) required: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Staff to Unlock Doors: (time) \_\_\_\_\_  Staff to Lock Doors: (time) \_\_\_\_\_

I will take responsibility to unlock and lock doors (signature) \_\_\_\_\_

**Set-Up Requested:** *Please contact Todd Metcalf @ 770-3826 if your event requires set-up.*

Set-up assistance is not guaranteed if request is less than one full week in advance of the event.

- Room(s) Requested:**
- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Sanctuary                   | <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> **Kitchen           |
| <input type="checkbox"/> Stillpoint Café             | <input type="checkbox"/> Choir Room    | <input type="checkbox"/> *Nursery        | <input type="checkbox"/> Youth Activity Room |
| <input type="checkbox"/> Sunday School Room(s) _____ | <input type="checkbox"/> Living Room   | <input type="checkbox"/> Youth Lounge    | <input type="checkbox"/> Other _____         |

*\*For nursery use, contact the Children's Ministries Director, Jenny Mathiesen (736-5654) regarding nursery policies.*

*\*\*For kitchen use, contact the Kitchen Coordinator, Arlys Svaren (736-7401) regarding kitchen policies (see reverse)*

**Equipment Requested:** NOTE: Please write number needed beside each item checked.

- |  |   |   |                                 |
|--|---|---|---------------------------------|
| <input type="checkbox"/> Chairs # _____                  | <input type="checkbox"/> Round Tables # _____ | <input type="checkbox"/> Rectangular Tables # _____ | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> White Board # _____             | <input type="checkbox"/> Podium               | <input type="checkbox"/> Screen                     |                                 |
| <input type="checkbox"/> TV/DVD                          | <input type="checkbox"/> LCD Projector        | <input type="checkbox"/> Overhead Projector         |                                 |
| <input type="checkbox"/> Sound Equipment (specify) _____ |   |   |                                 |

**Brief description of event/ set up needs: (use reverse side if needed)**

## CONTACT INFORMATION

Person/Group Making Request: \_\_\_\_\_

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

**NOTICE:** While every effort is made to ensure usage will not conflict with organized programs at Bethel, such conflict may not always be preventable. When conflicts do occur, adjustments will be made appropriately to accommodate. \_\_\_\_\_

Signature of Responsible Party

Signature Church Administrator

- cc:**  Administrator  Worship  Youth  BBL  
 Children  Faith@Home  Kitchen  
 Facilities  Communications  Other \_\_\_\_\_

- Date Clear  Added to Calendar \_\_\_\_\_  
 Approved Reason if no \_\_\_\_\_

**When using Bethel’s Kitchen or Living Room you are responsible for:**

- Taking home all unused food and beverage
- Washing dishes per posted instructions and putting them away
- Wiping off all tables and counters
- Emptying & washing coffee perks – dry with paper towels
- After using commercial urn
  1. Turn power switch to “off”
  2. Turn temperature knob to “night”
  3. Empty and clean per posted instructions
  4. When disposing of grounds & filter be careful not to discard wire basket as well

\*When using China dishes and stainless flatware for more than a few people, use of dishwasher is recommended.

**I have read and will comply with the above kitchen use policy      \_\_\_ (initial here)**

**Promotion Requests:**

Please include any details about your event that you wish to be promoted. Include things such as

- Childcare – provided?
- Sign up needed? Who is making this? Where to sign up? By when? Deadline?
- Cost involved? Check made to \_\_\_\_\_?

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