



# Church Use Request Form

Non-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:**
- Sanctuary       Fireside Room       Fellowship Hall       \*\*Kitchen
  - Stillpoint Café       Choir Room       \*Nursery       Youth Activity Room       Youth Lounge
  - Sunday School Room(s) \_\_\_\_\_       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.

- Chairs # \_\_\_\_\_       Round Tables # \_\_\_\_\_       Rectangular Tables # \_\_\_\_\_
- White Board # \_\_\_\_\_       Podium       Screen       TV/VCR
- TV/DVD       LCD Projector       Overhead Projector
- 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  
 Children     Faith@Home     Kitchen     Adults  
 Facilities     Comm     (other)

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

## Bethel Church Use Fees for a Non-Bethel Sponsored Event

Use of Facilities (Covers supplies & utilities)		☐ \$50
Custodial Set Up & Take Down	Fireside Room	☐ \$25
(Fee waived if group does the above)	Fellowship Hall	☐ \$50

Custodial Clean Up	Fireside & Kitchen	☐ \$50
(Vacuum, Garbage Disposal)	Fellowship Hall	☐ \$25
	Classrooms	☐ \$25
	Restrooms	☐ \$25

Minimum Fee - \$125      Maximum Fee - \$250

### ADDITIONAL COSTS FOR THE FOLLOWING

Technology Equipment Use - ☐ \$25	Sound System Technician - ☐ \$50
Video/Powerpoint Technician - ☐ \$50	

Date pd \_\_\_\_\_  
Rcd. By \_\_\_\_\_

Total amount paid \_\_\_\_\_

\_\_\_\_\_  
(signature)

### When using Bethel's kitchen 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)**