



Bethel Church

# Church Use Request Form

Bethel Sponsored Events

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. Any other event is considered Non-Bethel.

**Directions:** Please complete and return to the church office at least one week prior to event. Today's Date: \_\_\_\_\_

## EVENT INFORMATION

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

Day/Date(s): \_\_\_\_\_ Time of event, Starts: \_\_\_\_\_ Ends: \_\_\_\_\_

When do you plan to arrive to set up? \_\_\_\_\_ Number of people expected: \_\_\_\_\_

- 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"/> Youth Activity Room | <input type="checkbox"/> Youth Lounge |
| <input type="checkbox"/> Sunday School Room(s) _____ | <input type="checkbox"/> *Nursery      | <input type="checkbox"/> Living Room         | <input type="checkbox"/> Other _____  |

*\*For nursery and kitchen use, please complete the waiver on the back side.*

## CONTACT INFORMATION

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

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

## BUILDING INFORMATION

Doors unlocked by: (time) \_\_\_\_\_ Doors locked at: (time) \_\_\_\_\_

Person responsible for shutting down and locking building: \_\_\_\_\_ Phone: \_\_\_\_\_

## SETUP INFORMATION

**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           |
| <input type="checkbox"/> White Board # _____                   | <input type="checkbox"/> Podium               | <input type="checkbox"/> Screen                     | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> TV/DVD                                | <input type="checkbox"/> LCD Projector        | <input type="checkbox"/> Projector                  |                                       |
| <input type="checkbox"/> *Sound Tech/Equipment (specify) _____ |   |   |                                       |

*\*Use of certain Bethel sound or projection equipment will require pre-arrangement and compensation of a trained Bethel technician. Please contact Erika Lundberg (elundberg@bethellbc.org) to make these arrangements.*

*\* 8 chairs fit around round tables, 6 chairs fit around rectangular tables.*

**Our staff will get the equipment requested out and ready for your group to set up as you wish. We need at least one week notice in order to provide this service.**

**Brief description of event needs: (use additional page if needed)**

\_\_\_\_\_  
Signature of Responsible Party

- cc:**  Dir. of Operations  Worship  Youth  
 Children  Faith@Home  Kitchen  Adults  
 Facilities  Comm  Snow Removal  (other)

\_\_\_\_\_  
Signature Director of Operations

- 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 \_\_\_\_\_?

---

---

---

---

---

---

---

---

---

---