



Church Use Request Form

Non-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 _____

CONTRIBUTION FOR CHURCH USE

Please consider a gift (non tax deductible) to Bethel for the use of the Church for your non-Bethel Sponsored event. We consider Bethel's facilities a gift to be used and shared, and we are happy to share it with you! In order to continue sharing the church facilities we invite you to consider a gift to the church. This gift will help us cover facility expenses related to the event and help us further our mission to *"proclaim the message of Jesus Christ so that people come to faith in Jesus and live for him."*

In our experience, people are very glad to be able to use the church for their event and are happy to share back with a gift. We are often asked what an appropriate gift might be. The following is offered as a guide and so we invite you to give as you are led. Thank you for the chance to share the gift of our church facilities with you!

Suggested gifts for spaces at Bethel:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Sanctuary - \$50 | <input type="checkbox"/> *Nursery - \$25 | <input type="checkbox"/> Youth Lounge - \$25 | <input type="checkbox"/> Classroom _____ - \$25 |
| <input type="checkbox"/> Fireside - \$50 | <input type="checkbox"/> Stillpoint Cafe - \$25 | <input type="checkbox"/> Archive - \$25 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Fellowship Hall - \$100 | <input type="checkbox"/> Choir Room - \$25 | <input type="checkbox"/> Living Room - \$50 | |
| <input type="checkbox"/> *Kitchen - \$50 | <input type="checkbox"/> Yth. Activity Rm - \$25 | <input type="checkbox"/> Room 316 - \$25 | |

KITCHEN USE AGREEMENT

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)

NURSERY USE AGREEMENT

When using Bethel's Nursery, you are responsible for:

- Arranging and scheduling proper nursery staff.
- Paying nursery staff. We recommend \$10/hr for adults and \$8/hr for helpers. However, payment terms are between yourself and the helpers you select.
- Maintaining proper capacity. It is rated for 31 people (including nursery care providers).
- Maintaining proper age groups. Bethel Nursery serves children 6-36 months. There are rooms next door to the nursery that can be reserved for older children.
- Maintaining proper adult to child ratios. 2 adults (18+) are needed for the first 6 children. For every 6 additional children, there will need to be another person helping (age 12 or older).
- Maintain accountability with bathroom use. Prop doors in the main hallway open when letting older children use the bathroom on their own, and inform another helper when one person goes with a child to assist in the bathroom.
- Cleaning the facility when complete:
 - Put away all toys
 - Wipe down counters
 - Take out garbage
 - Vacuum
 - Sanitize toys and surfaces as needed.

I understand that I am responsible to find honorable, trustworthy nursery workers based on the adult to child ratios and capacity limits required by Bethel's Nursery Policies. I also understand that Bethel Church is not responsible for the nursery, its workers or children, while the nursery is in use by a rental group.

I have read and will comply with the above nursery use policy _____ (initial here)