

FACILITY USAGE POLICY AND REQUEST FORM

Bethel Facility Usage Policy

Bethel Lutheran Church's Downtown and Highlands campuses are desirable locations for individuals and community groups to hold various events. Acknowledging that space and resources are limited, Bethel has established the following facility usage policy.

1. **Usage must be consistent with Bethel's mission:** To WELCOME all people to know Jesus Christ, to EQUIP them with the power of faith in Christ for everyday life, and to challenge each member to take a personal share of God's mission, SENDING them as disciples that spread Christ's compassion, hope and joy to others. Activities directly sponsored by the Church and all Christian faith milestones are consistent with this mission. Bethel may also consider facility usage requests from local civic organizations that promote the betterment of our community. Bethel generally does not offer use of its facilities to "for profit" organizations.
2. **Room availability:** Church facilities must be kept sufficiently flexible to allow scheduling by church-sponsored groups. Non-church sponsored groups will be considered based on availability. Funeral service needs are a priority and may supersede previously scheduled events.
3. **Space availability is not confirmed until a confirmation number has been provided:** Room scheduling is done by Bethel's Events Coordinator, Juli Hilding (jhilding@bethelhudson.org). Rooms and dates will not be confirmed until the inquiring party returns the attached Facility Usage Request Form and pays the appropriate fees. Reservations for church-sponsored functions also require this completed form. The Event Coordinator will issue a confirmation number to the requesting party to acknowledge that the room reservation has been entered onto Bethel's church calendar.
4. **No fees for Church sponsored groups:** Church sponsored groups generally use Bethel facilities at no charge. However, groups are required to leave rooms in the same condition as they were found. Tables must be wiped down if soiled and garbage and recycling must be placed in proper receptacles. If large volumes of garbage are generated for special events, group members must arrange to place this material in Bethel's outside dumpster and recycle bins.
5. **Fees for non-Church sponsored groups:** Use of Bethel Facilities by non-Church sponsored groups generally requires payment of a nominal fee to partially offset costs. Additional fees will apply if custodial or audio/visual support is required. The cost of damage will be the responsibility of the individual or group reserving the facility.
6. **Cancellation and refund policy:** Bethel will refund 100% of fees if cancellation is made more than two weeks prior to the scheduled event. Fifty percent of fees will be refunded if cancellation occurs between one and two weeks prior to the event date. No refund will be made within one week of the event.
7. **No clutter rule:** Bethel's facilities are used by a variety of groups and must be kept clean and free of clutter. No group may store materials or equipment in Bethel facilities without pre-authorization by Bethel's Business Administrator, Ralph Van Keulen (rvankeulen@bethelhudson.org). Items may not be stored in public areas such as classrooms, along walls or in common areas.
8. **No attachments to walls or ceilings:** No permanent or removable tape, mounting putty, poster adhesive, tacks, staples, nails, screws or picture hangers may be applied to any wall or ceiling within Bethel facilities without preauthorization by Bethel's Business Administrator, Ralph Van Keulen (rvankeulen@bethelhudson.org). The cost to repair wall or ceiling damage will be assessed to the responsible group or individual.

9. **Room set-up requests:** Bethel's custodial staff will attempt to set-up chairs and tables in rooms as requested. Set-ups scheduled or changed within 48 hours of the event cannot be guaranteed and may be the responsibility of the reserving party. The reserving party is expected to leave the room in the same condition as found and should be certain to turn off lights and lock doors if appropriate.
10. **Use of Bethel audio/video equipment:** Bethel's congregation has made a substantial investment in audio/video equipment in the Highlands Campus Children's Theater and in our sanctuaries. This equipment may only be used under supervision of Bethel staff. Additional fees apply for A/V use.
11. **Kitchen use:** Use of kitchen equipment requires approval by the Event Coordinator. Kitchen equipment may not be used unless a Bethel individual experienced in such use is part of the requesting party.
12. **No smoking, alcohol or staining beverages:** Bethel is a smoke-free/alcohol-free facility and the individual or group reserving the facility is responsible for enforcing this policy. In addition, beverages served must be of a non-staining variety. For example, no red colored punch should be used. The cost of removing carpet stains will be charged to the responsible party.
13. **Proper conduct is expected:** Individuals reserving Bethel facilities are responsible for the conduct of participants. Participants are expected to treat Bethel facilities as they would someone's home (i.e., being respectful of our neighbors, keeping children under supervision, protecting against damage or vandalism, etc.). Each group will be responsible for all liability arising from their events/programs.
14. **Facility Use Agreement is required:** All groups using Bethel facilities are required to confirm their understanding of Bethel's Facility Use Policy at least annually by signing below.

I confirm that I am an authorized representative or leader of _____.
I have read the above Bethel Facility Use Policy. I will communicate this policy to my organization and am responsible for ensuring that our organization abides by these requirements.

Signature: _____ **Date:** _____

Printed Name: _____

Contact Phone: _____ **email:** _____

Bethel Facility Usage Request Form - 2017Name of Group _____ Non-Profit?: YES NO

Mission of Group or Meeting Purpose _____ # of Participants _____

Contact Person _____

Phone _____ Email _____

Bethel Member? YES NO Address (if not a member) _____

Secondary contact _____

Phone _____ Email _____

One-time request date _____ time from _____ to _____

* * * OR * * * _

Ongoing request for dates _____ time from _____ to _____

Weekly _____ Monthly _____ Quarterly _____

Months of the year _____ Exceptions _____

Location: Downtown _____ Highlands _____ Room(s) _____

Off-campus site _____

Vehicle use request: Van _____ miles X \$0.50 per mile = total estimated cost \$ _____

(Bethel groups only) Bus _____ miles X \$1.00 per mile = total estimated cost \$ _____

Driver _____ Destination(s) _____

Administrative Use Only:

Total fees \$ _____

Bethel invoice # _____ Invoice date _____

Check # _____ Amount _____ Account _____

Date Confirmed to requesting party _____ Confirmation Number _____

Room Set-up Diagram

In the space below, please provide a sketch or description of the requested quantity and arrangement of tables, chairs, etc.



Chairs _____ Tables _____ AV Equipment _____

Other _____

**Please return a scanned copy of pages 3 and 4 of this packet to:
Juli Hilding, Event Coordinator – (jhilding@bethelhudson.org)**

DOWNTOWN Campus - Facility Usage Fee Schedule

No Charge - Events/programs/functions/meetings that directly support the ministry of Bethel Lutheran Church are exempt from fees. This includes Bethel committees, men’s and women’s groups, youth and small groups, bible studies, and sponsored scout groups.

Audio/Video Charge – In addition to the facility charges outlined below, use of Bethel Audio/Video equipment in the Downtown sanctuary or Engedi must be done under staff supervision at \$20 per hour.

Coffee Charge – Users may request use of Bethel’s automated coffee machines for \$0.75 per participant.

Weddings - Fees for use of the Downtown campus for weddings are detailed in Bethel’s Wedding Guide. Please check with office personnel or the pastors for further information.

Level I – Active congregation members (individual)

	Partial Day (4 hrs or less)	Full Day (5-8 hrs)
Class or Meeting Rooms (each)	\$10	\$18
Upper or Lower Lounge	\$15	\$27
Conference Room	\$15	\$27
Kitchen	\$25	\$45
Sanctuary	\$50	\$90
Fellowship Hall	\$50	\$90
Engedi (restricted)	\$75	\$135

Level II – Non-Bethel Groups (even if an active congregation member reserves it)

	Partial Day (4 hrs or less)	Full Day (5-8 hrs)
Class or Meeting Rooms (each)	\$15	\$27
Upper or Lower Lounge	\$25	\$45
Conference Room	\$25	\$45
Kitchen	\$40	\$72
Sanctuary	\$75	\$135
Fellowship Hall	\$75	\$135

HIGHLANDS Campus - Facility Usage Fee Schedule

No Charge - Events/programs/functions/meetings that directly support the ministry of Bethel Lutheran Church are exempt from fees. This includes Bethel committees, men’s and women’s groups, youth and small groups, bible studies, and sponsored scout groups.

Audio/Video Charge – In addition to the facility charges outlined below, use of Bethel Audio/Video equipment in the Highlands Campus sanctuary or Children’s Theater must be done under staff supervision at \$20 per hour. Microphone only \$20.

Coffee Charge – Users may request use of Bethel’s automated coffee machines for \$0.75 per participant.

Weddings - Fees for use of the Highlands campus for weddings are detailed in Bethel’s Wedding Guide. Please check with office personnel or the pastors for further information.

Charges for Highlands Campus
Level I – Active congregation members (individual)

	Partial Day (4 hrs or less)	Full Day (5-8 hrs)
Class or Meeting Rooms (each)	\$10	\$18
Kitchen	\$25	\$45
Youth Room	\$25	\$45
Children’s Theater (additional AV fees may apply)	\$50	\$90
Lobby	\$25	\$45
Sanctuary (in worship setup, additional AV fees may apply)	\$75	\$135

Level II – Non-Bethel Groups (even if an active congregation member reserves it)

	Partial Day (4 hrs or less)	Full Day (5-8 hrs)
Class or Meeting Rooms (each)	\$15	\$25
Kitchen	\$40	\$72
Youth Room	\$40	\$72
Children’s Theater (additional AV fees may apply)	\$75	\$135
Lobby	\$40	\$72
Sanctuary (in worship setup, additional AV fees may apply)	\$110	\$198
Sanctuary (special configuration, pastor approval required, additional AV fees may apply)	\$150	\$300