

## **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](mailto: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 - 2018**Name 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) \_\_\_\_\_

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**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)**

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

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

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

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

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

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