

Application For Use of Bethel Church Facilities

Today's Date _____ Organization _____

Name _____

Address _____

Phone (h) _____ (c) _____

Description of Event _____

Date of event or meeting _____ Time: From _____ To _____

If the event is a wedding, date of the rehearsal _____ Time _____

How many people will be attending? _____

Will you need to use any special equipment (i.e. DVD player, projector, screens)? _____

If you are using our sanctuary, there is a fee (listed below) for a trained person to run our sound equipment.

List any specific equipment needs _____

Building Fees Per Day:

	<u>Non-members/Businesses/Non-Profits & Members representing other groups</u>	<u>Members</u>
_____ Sanctuary (seats approximately 400)	\$200.00	N/A
_____ Christian Life Center	\$200.00	N/A
_____ Youth Center	\$125.00	N/A
_____ Nursery	\$25.00	N/A
_____ Fireside Room	\$25.00	N/A
_____ Sunday School Rooms	\$25.00	N/A
_____ Kitchen (bring your own paper plates, etc.)	\$50.00	\$25.00
_____ Kitchen with dishes and dishwasher	\$75.00	\$50.00
_____ Sanctuary Soundboard Fee	\$50.00	\$50.00
_____ Wedding Video Fee (if requested)	\$50.00	\$50.00
_____ Custodial fee for Wedding Ceremony (Sanctuary)	\$50.00	\$50.00
_____ Custodial fee for Receptions (Christian Life Center)	\$50.00	\$50.00
_____ Custodial fee for use of other rooms	\$25.00	\$25.00
_____ Building Supervisor	\$75.00	\$75.00
_____ Total Amount Due		

Deposits (Deposits will be refunded upon return of your key and/or inspection following your event: _____

_____ Security Deposit (Equal to your total fee)
 _____ Card Key Deposit \$10.00

In some instances, a copy of your insurance certificate may be requested.

Please sign and return this page with a check payable to Bethel Lutheran Church. Your time and date are protected on our calendar upon receipt of this signed contract and your check. Please read and keep the other sheets of information.

Signed _____ Date _____

For office use only:

Date Received _____ By Whom _____ Check # _____ Copy to Church Accountant _____