

BETHANY CHAPEL BAPTIST CHURCH FACILITY USAGE POLICY

(Complete and return the **Facility Usage Application** to the office or Trustees for processing.)

Users and Usages

Please check the category that applies to you:

Member ___ Non Member ___ Organization/Group _____

Usage Request-

Potential users of Bethany Chapel Baptist Church (BCBC) must complete an application can be obtained from the church office or church website. The application must be returned to Board of Trustee's for review and approval. Review and approval of the application is subject to the following:

1. All requests must be submitted for approval of date.
2. A church function will take precedence over a non-church function.
3. The facility must be reserved in 30 days in advance.
4. The church reserves the right to waive all or part of the usage fee.

Church member sponsorship and responsibilities

Every approved request must have a church sponsor whose responsibilities are to coordinate with the Trustees or Deacons to open and close the facilities.

- Open the facility prior to the function and lock up after its completion
- Turn lights on and off, AC/heat on and reset properly after the function
- Set up and return facility to original condition and arrangement

Stewardship of Facility:

- **Church members/sponsor is responsible for the conduct of their guests.**
- Everyone is required to act responsibly and to respect the church property and furnishings. Facility(s) must be left clean and orderly.
- *Only the reserved portions of the building are to be used.*

- Alcoholic beverages and unlawful drugs are not allowed. No smoking is permitted in the building or on the church grounds.
- All persons using the facilities is expected to conduct themselves as good neighbors with regard to parking, noise, trash and litter.
- Adult supervision of groups of children is expected.
- Only adults (18 years and older) may use the kitchen facility without close supervision
- If a professional caterer is used, the caterer will supply their own equipment and supplies.
- After use, the kitchen will be left clean, with dishes, utensils, etc. washed and stored; trash taken to the outside bins
- No weapons are allowed into the church or on church property.
- No pets will be allowed in the building with the exception of ‘service animals’
- Shirts and shoes should be worn at all times; for men, hats removed
- If facility repairs, or replacement of items broken and missing, or if additional labor for cleaning is needed, the group or person using the facilities will be charged additional.
- The church is not responsible for personal items that are lost, stolen, or damaged.
- Room commitments for use on a regular basis by non-church groups will be made for no more than one (1) calendar year.

Bethany Chapel Baptist Church

Facility usage application

Date of event: _____ Time: _____

Name of Group: _____

Name and number of contact person: _____

Church Member Sponsor: _____

Space/equipment requested and usage fee:

Fellowship Hall and Kitchen: \$150.00 _____

Sanctuary, Fellowship Hall, and Kitchen \$250.00 _____

Price may vary depending upon hours of usage

Payment must be remitted one week prior to event

Room(s) checked by: _____

Approved: _____ Not Approved: _____ Reason: _____

Date: _____

Signature: _____