

Bethel Lutheran Church

Facility Request Form

Name: _____

Contact Number: _____

E-Mail Address: _____

Group: _____

Date of usage: _____

Time of usage: _____

Requested Room: _____

Special Needs: _____

Approved: Yes No

If you request to use the building other than scheduled office hours, please make arrangements for building access. Make sure that the building is locked after you use it. Make sure that the lights are turned off and the thermostats set to 78 degrees in the summer and 62 degrees in the winter.

You are asked to clean up after yourselves so that the room used is in better condition than as you found it. If you do not clean up after yourselves, your building privileges may be denied in the future.

Bethel Lutheran Church Facility Use Policy

As an outreach ministry, Bethel Lutheran Church will consider requests from groups and organizations seeking to use our facilities. All such requests are subject to the approval of the Church Council. These requests will be brought before council by the Pastor, Parish Administrator, or a designated "Resource Manager." The following guidelines apply:

- The activity must be consistent with the Congregation's mission and/or be for the "good of the community."
- The group or organization must accept liability for any injury or damage related to any aspect of its activities.
- Each group or organization wishing to use Bethel's facilities must submit a written scheduling request to Bethel's Parish Administrator. Requestors should not assume that approval is automatic.

Regular (periodic) functions: Once an initial request has been approved by council, the group's point of contact will submit further scheduling requests directly to the Parish Administrator three months in advance of the date requested with a rolling (monthly) update. "Regular" functions, once approved, need not be resubmitted to council each month. However, re-submission to council is required if the circumstances of the regular function change, and annually in any case.

Special (non-periodic) functions: Again this request must be submitted to the council via the Parish Administrator. Once council approval is given, the event can be scheduled depending on available times. Each function requires individual approval by council.

Child Care: Bethel Lutheran Church does not provide child care for groups or organizations. The requesting group or organization will assume full responsibility and liability for their own child care activities.

Facility use guidelines for groups

- Users shall insure that all lights are turned off, all windows closed, and all doors locked before they leave.
- Users are responsible for setting up assigned rooms and insuring that all chairs, tables and other equipment are restored to their original position.
- Users will restore thermostats to their original positions if they have been changed.
- Users shall use only the room assigned to them by the Parish Administrator as well as common areas such as restrooms.

- Users shall vacuum floors as needed and bag any trash that they may incur. That trash will be taken out to the "Trash Shed" in the parking lot and placed in the containers provided.
- Users should notify the Parish Administrator of any problems.
- Bethel Lutheran Church may schedule a congregational activity during a period when a group has permission to use our facilities. Scheduling priorities are established in church policies, but once a resource has been scheduled, the Parish Administrator will make every effort not to change the commitment, or to negotiate a mutually satisfactory resolution.
- If a group flagrantly fails to secure the building or violates any of the other guidelines mentioned above, permission to use Bethel Lutheran Church facilities may be denied or rescinded. Bethel Lutheran Church reserves the right to cancel building usage by groups, for any reason.
- Bethel Lutheran reserves the right to charge a usage fee based on usage requirements. In lieu of a set fee, any offering received to maintain the building for community use is greatly appreciated, but this decision is made at the discretion of Bethel Lutheran.

I have read the above policy and have completed a Facility Request Form.

Signature _____

Print Name _____

Group Name _____

Notice: Per Senate Bill 187, any prospective and current volunteer who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal records check.