

Facility Use Guidelines/Fees

*All scheduling is to be done through the Church Office.

*Reservations may be made no more than one year in advance of the event.

*If used for a ministry related purpose, approved by the consistory, there will be no charge.

*If used for a non-ministry related purpose, the following fees will apply.

Fees for Building Use:

Suggested Donation for Members:

Sanctuary	No Fee
Multi Purpose Room	\$100.00
Kitchen	\$50.00
Entire Facility	\$150.00
Sound Room Tech	\$50.00

Fee for non-members:

Deposit	\$150.00
Sanctuary	\$450.00
Multi Purpose Room and Kitchen	\$300.00
Sound Room/Tech Support	\$50.00
Entire Facility	\$800.00

*A security deposit of \$150.00 is to be sent in when submitting the Facility Request Form.

*Upon approval by the Deacons, the event will be placed on the church calendar.

*Full payment must be made within 1 week of the event.

*After the event has taken place the facility will be inspected by the Deacons and the security deposit of \$150.00 will be reimbursed. The security deposit can be used if the facility needs additional janitorial services.

*Member donations can be given in the offering in an envelope marked "Building Use".

*Only areas requested upon reservation may be used.

*If you need to set-up on a Wednesday evening during the months of October through April, you will not be able to come until 8pm. The facility is being used for our Wednesday Night/Family Night church activities.

*Reserving/Renting the facility does NOT include use of paper products (i.e. plates, napkins, cups and juice).

*The renting party is responsible for setting up and taking down of the tables and the chairs.

*If additional janitorial time is needed because the building was not returned to the way it was found, the fee will be added to the use fees at the rate of \$25.00 per hour.

*If technical support is needed a separate check will need to be issued to Jodi Engel.

*There will be no charge for church sponsored activities, youth meetings or youth activities.

*Liabilities are assumed by the user for damages to any church property due to carelessness and recklessness. Replacement of any broken dishes, missing items and damaged equipment is also the users responsibility.

RULES AND RESPONSIBILITIES

1. All events must be fitting for a Christian environment.
2. The facilities should be left in the same condition as when you first arrived.
3. Kitchen supplies are not provided.
4. Use of alcohol and illegal substances are prohibited on the church property. Smoking is prohibited in the facilities.
5. Nails and tacks are prohibited for decorating. Fun tack is permissible.
6. No red or purple punch is permitted.
7. Protective rugs or coverings must be used under all candles. Absolutely no exceptions.
8. No rice or birdseed may be thrown inside the facilities.
9. Users must remove all trash from the facilities.
10. No ball tournaments are allowed.
11. No roller blades, skates, skateboards or bikes are allowed in the building.
12. All events will vacate the premises by 5:00 p.m. on Saturday unless prior approval is given.

Please remember that when using the facilities others also have the right to be there. Please respect the building and those using it!

Signature of Responsible Party _____

Date _____

**BETHANY REFORMED CHURCH
FACILITY USE REQUEST FORM**

SUBMIT TO STAFF

Groups using the facilities of Bethany Reformed Church are requested to treat the facility with respect and to leave the facility in the same set-up as when their activity started.

Rev 6/2017

ACTIVITY/EVENT INFORMATION (Part 1)

Date of Activity/Event: _____ Activity/Event: _____
Time of Activity/Event: _____ Start Time: _____ End Time: _____
Recurring Event: _____ Start Date: _____ End Date: _____ Frequency: _____
Number of People Expected: _____

Facilities/Rooms Requested:

- | | |
|---|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Sunday School Rooms |
| <input type="checkbox"/> Multi-purpose Room (gymnasium) | <input type="checkbox"/> Upstairs Youth Rooms |
| <input type="checkbox"/> Kitchen | |

EQUIPMENT/RESOURCE INFORMATION (Part 2)

Equipment/Resources Request

- | | |
|--|--|
| <input type="checkbox"/> Tables (25 round/5 banquet available) | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Chairs (200 available) | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Janitorial Staff
<small>(it is still the responsibility of the party to leave the facility the way it was found)</small> | <input type="checkbox"/> Organ |
| <input type="checkbox"/> Kitchen Staff
<small>(additional fee is assessed for kitchen staff to be available, if requested)</small> | <input type="checkbox"/> Sound System
<small>(additional \$50 fee for PA person. Check to Jodi Engel)</small> |

*The party reserving the building is responsible for following the building use guidelines attached to this form.

Notes: _____

Responsible Party Information:

Name: _____ Address: _____

Cell Phone _____ Work Phone _____

Email: _____

SIGNATURE of Responsible Party: _____ Date: _____

Submit request form to: Bethany Reformed Church
*Attn: Building Use
702 West 7th Street
Canton, SD 57013

For Questions call or text Sara Peterson: 605-214-8913
Or email: bethanyreformedchurchevents@gmail.com

BETHANY REFORMED CHURCH FACILITY USE FEE FORM (Part 3)

Deacons Use Only

Rental Fees Due: _____

Total Fees Due: \$ _____

OFFICE USE ONLY

Approved: _____
Deposit: _____
Rental Fees Due: _____
Authorized By: _____

*Submit to: Bethany Reformed Church
*Attn: Building Use
702 West 7th St
Canton, SD 57013*

*Questions: Sara Peterson
605-214-8913 call or text
bethanyreformedchurchevents@gmail.com*