



PROPERTY REGULATIONS

(USE OF THE FACILITIES FOR PROFIT IS STRICTLY PROHIBITED)

1. The group of persons making this application must believe in the basic principals of the Christian faith.
 2. The program needs of Bethany United Methodist Church will have priority over all facilities usage requests. In the event a cancellation becomes necessary, a minimum of two weeks notice will be given to the applicant and alternative arrangements will be sought.
 3. The Board of Trustees may revoke any agreement for continuing use of the facility, upon proper notice.
 4. The completed application for facility use must be forwarded to the Board of Trustees for approval.
 5. The applicant group agrees to waive all liability claims to Bethany United Methodist Church during their use of the facility and agrees to provide their own insurance coverage during their presence on the property. Gym usage will require current certificate of liability insurance.
 6. The Board of Trustees must receive this application at least 30 days in advance of the request usage date to allow for proper review of the application.
 7. The use of alcohol, drugs, or tobacco products are strictly prohibited on church property. Concealed weapons are not allowed on the property of Bethany United Methodist Church.
 8. All applicable fees must be received by Church Secretary in advance of requested usage date.
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APPLICABLE FEES

BETHANY MEMBERS

There are typically no charges associated with the use of the facilities at Bethany United Methodist Church for church sponsored events or the personal use of the facilities for Bethany members. If custodial assistance is requested, applicable fees will be assessed, see below. The Board of Trustees of Bethany United Methodist Church reserves the right of interpretation of personal use by members.

NON-PROFIT ORGANIZATIONS SPONSORED BY ATTENDING BETHANY MEMBER

Small Fellowship Hall (max. capacity 150)	\$100.00
Large Fellowship Hall (max. capacity 2100)	\$175.00
Kitchen	\$ 50.00
Classroom	no charge

NON-PROFIT ORGANIZATIONS

Small Fellowship Hall (max. capacity 150)	\$200.00
Large Fellowship Hall (max. capacity 2100)	\$350.00
Kitchen	\$100.00
Classroom	\$ 20.00 per hr

White Linen Table Cloths are available for use for the fee of \$5.00 per tablecloth. This fee will be assessed to cover the charges associated with cleaning and will be applicable for all uses. Kitchen fees do not include wait staff, bus staff, or the washing of kitchen ware. These services are available for an additional fee, to be determined per event.

CUSTODIAL FEES (If requested)

Small Fellowship Hall	\$175.00
Large Fellowship Hall	\$350.00
Kitchen	\$100.00
Classroom	\$ 15.00

NOTES:

1. Requesting groups may wish to set-up and clean up themselves. If this option is chosen, no custodial fees will be assessed. However, if the post usage inspection determines additional cleaning to be required, the custodial staff will correct the discrepancies at a rate of \$50.00 per hour, or portions thereof, and these charges will be assessed the applicant.
2. Groups selecting to open either fellowship hall, perform their own set-up/clean-up, and not requiring any additional assistance, may pick up the key from the Church Office upon payment of applicable fees and leave a refundable \$20.00 key deposit. The applicant is responsible for properly securing the facility upon departure, insuring the lights and appliances are turned off.
3. If specific custodial requirements are needed (i.e. Doors opened by specific time, tables and chairs arranged), please attach an arrangement diagram, clearly illustrating your arrangement request. It will be necessary to include the number of tables and number of chairs required, along with the requested layout and facility opening requirements.