



Event Date \_\_\_\_\_

# Request for Use of the Church Facility

Today's Date \_\_\_\_\_

The Congregation Council has established that church facilities are to be used in accordance with Bethany's mission to the community for worship and Christian education, as well as social, witness, support and service activities.

Name of Event/Group/Individual/Committee: \_\_\_\_\_

Set up Time: \_\_\_\_\_ to \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Clean up Time: \_\_\_\_\_ to \_\_\_\_\_

Building (circle): Main or Ministry Center Room(s) Requested: \_\_\_\_\_

Date / Time of Meeting/Event: \_\_\_\_\_ Number of People expected: \_\_\_\_\_

Total Time Using Facility, including set-up and clean-up: \_\_\_\_\_ Is this a fundraiser? \_\_\_\_\_

Briefly describe the purpose of this meeting: \_\_\_\_\_

### Primary Contact

### Alternate Contact

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Ministry Center Usage Fees	Church Building Usage Fees
Gym: \$60.00 per hour	Fellowship Hall: \$60.00 per hour (Kitchen: additional \$75 one time fee)
Vlahn Room: \$40.00 per hour	Library: \$45.00 per hour
Other Classrooms: \$30.00 per hour	Choir Room/Lower Level: \$30.00 per hour
	Sanctuary: \$60.00 (subject to approval)

If there are substantive changes made in the plans regarding the use of the facility between the time of the approval of the request and the actual event, then a NEW Request Form will need to be submitted and a re-approval of the request made. Additional charges may be assessed.

### Checklist for Submission of Request:

- Complete **Use of the Church Facility** form (pg. 1)
- Initial Monetary Deposit
- Certificate of Liability Insurance Form** or **Waiver of Liability Form** signed by an officer of the organization (pg. 2)

### 2 Weeks Prior to Event

- Contact the church office if room set-up is needed

### The Week Before the Event:

- Amount Due for usage of the building \$ \_\_\_\_\_

### For Office Use:

**Certificate of Insurance** on File: Y / N Date: \_\_\_\_\_ OR **Waiver of Liability Form** Y / N Date: \_\_\_\_\_

Received from (name): \_\_\_\_\_

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Usage Fee: \_\_\_\_\_ per \_\_\_\_\_

Council/Exec Meeting Date: \_\_\_\_\_ Council Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notification sent (copy attached): \_\_\_\_\_

# **INSURANCE**

## **Proof of Insurance Form:**

The Group/Individual/Committee including its members or guests, warrants, covenants and agrees to at all times during the use of the premises, including its parking lot and the parking lot of the Buttrey-Wulff-Mamminga Agency and the First National Bank Trust #453, carry and maintain in full force and effect general liability insurance of not less than \$300,000 CSL for both Bodily Injury and Property Damage Liability. The user also agrees to indemnify and hold harmless Bethany Lutheran Church, Buttrey-Wulff-Mamminga Agency and the First National Bank Trust #453 from any and all claims.

A Certificate of Insurance evidencing proof of your liability insurance must accompany the Proof of Insurance Form with copies to Bethany Lutheran Church and the Buttrey-Wulff Mamminga Agenca, 355 First St., Batavia, IL 60510. **The form shall include the following as: *additional insured Bethany Lutheran Church, Buttrey-Wulff-Mamminga Agency and the First National Bank Trust #453.***

Signature: \_\_\_\_\_

**OR**

## **WAIVER OF LIABILITY**

***(This waiver can only be used if your organization does not carry insurance)***

I/We \_\_\_\_\_ (name of the Group/Individual/Committee) including its members or guests, warrants, covenants and agrees to indemnify and hold harmless **Bethany Lutheran Church, Buttrey-Wulff-Mamminga Agency and the First National Bank Trust #453** from any and all claims.

Name of Contact Person: \_\_\_\_\_

Telephone Number of the Contact Person:: \_\_\_\_\_

Date of the event:: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date: \_\_\_\_\_

## Scheduling Policy

1. Use of the facilities is limited to church programs and other activities in keeping with Bethany's Mission Statement as determined by the Congregation Council. Resolution of scheduling conflicts are made by the Church Office granting priority first for congregational based programs and activities and then by the date of completed reservations forms.
2. Usage fees help to cover costs of utilities and janitorial services.
3. Use of the facilities is limited to the hours of 7:00 AM to 10:00 PM unless prior arrangements have been made with the Church Office.
4. All space and time assignments will be made by the Church Office and maintained on a master calendar.
5. Bethany Lutheran Church reserves the right to cancel any or all meetings or functions with proper notice. The usage fee (if applicable) will be returned to the requester. Bethany Lutheran Church assumes no responsibility for damages or losses incurred due to such cancellations.

## Facility Usage Policy

### General Rules for Use of Facilities:

*Please initial on rule numbers 1 & 2 stating that you understand the contents of these two rules.*

1. (\_\_\_\_) Users will be responsible for any property damage caused by abuse or neglect. Bethany Lutheran Church, at its discretion, may request a "cleaning deposit" in advance.
2. (\_\_\_\_) At the close of the event users are responsible for returning the assigned facilities to their original condition, all lights turned off, all doors closed, and garbage taken out to the dumpster.\*  
*\* A fee will be assessed if the room(s) are not returned to their original condition. Any property that is damaged will be the responsibility of the user for replacement or monetary donation.*
3. Room Setup (tables, chairs, etc.) is the responsibility of the Church.
4. Smoking is prohibited in all buildings.
5. Use of alcoholic beverages is prohibited on the entire campus, including parking lots.
6. Applicants may only use the areas for which permission has been given including the adjacent restrooms.
7. Skating, Rollerblading, Skate Boarding, Bicycling, etc. are prohibited in all buildings.
8. Bicycles cannot be parked in any building.
9. Parking: Use church owned parking facilities or adjacent streets at all times. Observe restricted parking areas. Use of BATTERY-WULFF's parking facilities is only allowed during non-business hours.
10. No furnishings may be moved into or out of the assigned area without permission.
11. Thermostat settings may not be changed. Concerns about heating or cooling should be referred to the Church Office.
12. Nothing may be affixed to painted surfaces or window areas by any means.
13. Any display material or decorations brought in for a specific event must be completely removed by the user.
14. Books, printed materials, bulletin board displays, supplies and other materials used by church organizations may not be used or disturbed by other users.

### Rules for Specific Areas:

1. **Kitchen Facilities** (Users are responsible for proper usage of the kitchen, helpful information is posted on the kitchen door):
  - The room must be cleaned, dishes washed and put away, tables wiped off, coffee pots washed and all equipment put away.
  - Users are responsible for providing their own food and disposable cups and dishes.
  - Garbage and recyclables should be taken to the correct dumpster and recycle bins outside.
2. **Gym** (Users are responsible for proper usage of the gym):
  - The hardwood floors must be kept clean and dry.
  - The doors that exit to the parking lot are only to be used as an emergency exit, not as an entrance.
  - Please see the rules for gym usage posted in the gym.

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

# Fundraising Information Form

**General Policy:** All fundraising efforts must reflect and relate to the mission of Bethany Lutheran Church as proclaimed in its mission statement. In order to coordinate Bethany ministry activities and calendar, proposals for fundraising events or activities require completion of a Fundraising Information form that has been signed by a Committee Chairperson. This form must be submitted to the Church office at least 30 days in advance of the event or activity so that the request can be considered at a regularly scheduled Council meeting. After review by the Council the contact person will be notified of the Council's decision and, if approved, the event or activity will be published on Bethany's calendar.

**Name of Organization:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

Fundraising includes any activity that asks for money OR goods. Please complete one sheet for each activity.

**NAME OF ACTIVITY:**

Activity will solicit: Money \_\_\_\_\_ OR Goods \_\_\_\_\_ OR Both \_\_\_\_\_

Recipient of the Money &/or Goods \_\_\_\_\_

Committee Chairperson (signature): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Description of Activity (e.g. Bake Sale; Provide details of who will supply material, who will be working at the event and who will be supervising)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITY DATE AND PLACE:**

- Activity will benefit Bethany \_\_\_\_\_ OR Organization Outside Bethany (who?) \_\_\_\_\_
- If activity is to benefit Bethany does it Fund \_\_\_\_\_ OR Supplement \_\_\_\_\_ Church budget item?
- Will solicitation be from Bethany only \_\_\_\_\_ OR include the General Public \_\_\_\_\_
- Projected Budget for Fundraising event \_\_\_\_\_
- Has a "Request for Use of Church Form" been submitted? Y / N

**Approved / Declined:** \_\_\_\_\_  
*Please Circle Council Action* Date of Council Meeting

**Signature:** \_\_\_\_\_  
Council Members/Council Officer's Signature