

BETHLEHEM LUTHERAN CHURCH

SUGGESTED DONATIONS

FOR ONE TIME FACILITY USE BY OUTSIDE ORGANIZATION

Nonrefundable security fee of \$50.00

SANCTUARY

Piano recitals = \$75 per hour / 2 hour minimum

Weddings/funerals etc. = See Pastor

AUDIO/VISUAL (requires approved B.L.C. Technician)

\$50 per hour / 2 hour minimum

FIRESIDE ROOM

\$30 per hour

EACH CLASS ROOM

\$20 per hour

BACHMAN HALL

\$50 per hour

BACHMAN HALL W/KITCHEN

\$65 per hour

***(Total amount of donation for all rooms not to exceed \$1000.
Please note that the security deposit is separate and not included in
donation)***

BETHLEHEM LUTHERAN CHURCH
(562) 430-3444
Request for facility use by an outside organization

To be turned in to church office no more than * 60 days prior to event and no less than 14 days prior to event.

* Events that require booking more than 60 days in advance will be given special consideration. If approved, a nonrefundable 50% of the total donation will be due when the date is approved. The remaining 50% will be due when the agreement is signed. You will need to make an appointment with the church secretary to begin the reservation process.

A Nonrefundable security fee of \$50 is due @ signing of agreement.

Requesting the use of:

- Sanctuary
- Audio / Video equipment with B.L.C. authorized tech.
- Fireside Room
- Number of Class rooms
- Bachman Hall
- Kitchen

EVENT _____

NAME OF GROUP _____

ESTIMATED NUMBER OF PARTICIPANTS _____

REQUESTED BY _____

TELEPHONE NO. _____

EMAIL ADDRESS _____

DATE (S) OF USE _____

START TIME _____ END TIME _____

Approved by _____

Approved by _____

(No items may be hung from ceilings nor attached to the walls)

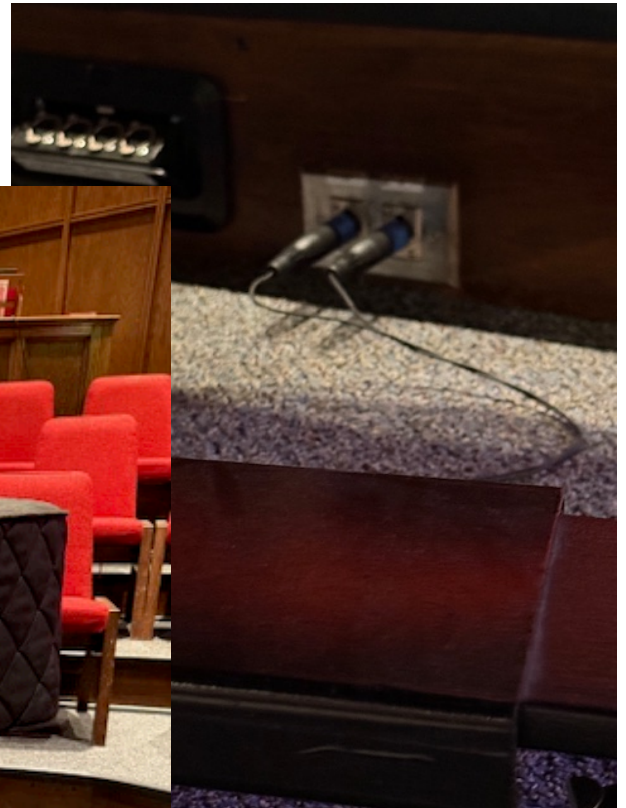
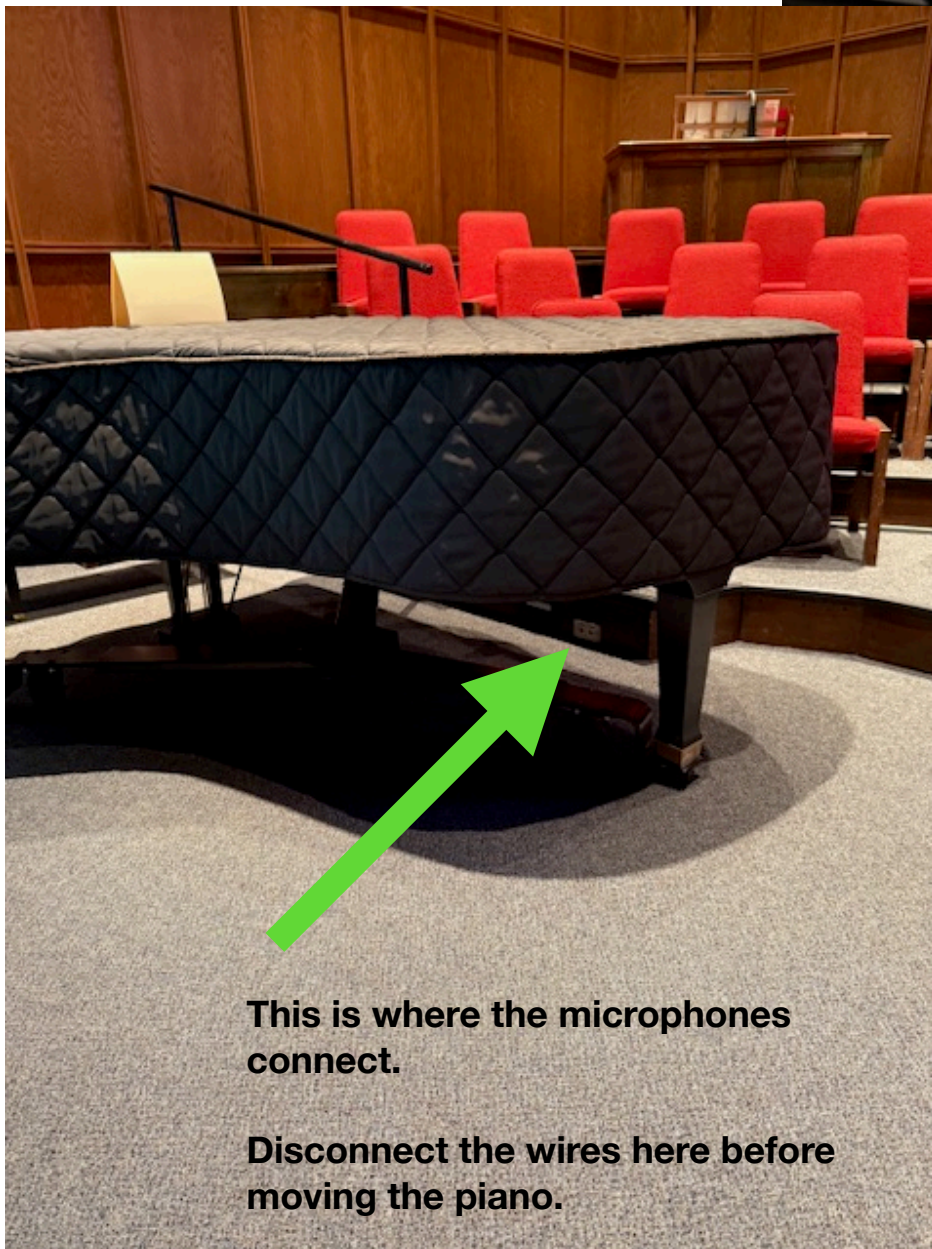
Bethlehem Lutheran Church

Facility Use by Outside Organization

1. Provide donation of _____ including non-refundable security deposit of \$50. This amount must be received in the church office 7 days prior to the event.
2. Verify that an agreement and schedule for your organization is on file with the church office. Any organization with an ongoing agreement that changes their signed designated representative on this agreement must notify the church office within 10 days of any change. Non-compliance with this stipulation may result in termination of agreements both current and future.
3. Unauthorized use of additional room(s) outside the agreement will result in additional room fees and may result in denial of future use of church property.
4. Furniture and room appointments must be returned to their original placement prior to your group leaving the property. The rooms must be neat and orderly. Chairs or other furniture moved in from other locations in the church must be returned to their original areas so that all rooms and outside areas are left in their original condition. No furniture from church rooms may be taken outside.
5. Spilled food, crumbs, drinks, scraps from craft projects, glue, paste or other residue must be cleaned before leaving the property. Trash cans must be emptied.
6. ABSOLUTELY no food or beverages are to be brought into the sanctuary at any time.
7. Deposit all trash into the dumpster in the south parking lot prior to leaving the facility.
8. No skates, skateboards or bicycles may be used on the property.
9. Children must be under direct and constant adult supervision at all times.
10. Notify the church office within 24 hours if you break or damage any church property, or if your group has had any accidents or injuries, or if you have experienced any inappropriate behavior and/or accusations against leaders or group members.
11. Park only in marked parking lot spaces.
12. Use restrooms appropriately. Wipe up spills on countertops and floors, place trash in proper receptacles, turn off lights when exiting and check to make sure restrooms are empty before you leave the facility.
13. Keep outside doors closed if the heat or air conditioning is operating. Turn on lights only in the room(s) that you are occupying, turn off the lights and secure the doors before leaving the facility.
14. Smoking is permitted only in designated areas. These are demarcated by areas containing smoking receptacles. Do not place anything in the smoking receptacles other than smoking materials. Empty receptacles before leaving the property, making sure that all smoking materials have been extinguished.
15. Pets are not allowed on the premises with the exception of service animals for the legally impaired.
16. If you are authorized to store materials in the kitchen, please be sure to mark your property prominently and be sure to remove your items after your event.
17. Do not tape, staple, or attach in any manner any signs to any doors or walls on the property without prior approval from the Church's Property Committee.

If you are using the piano for your event, please make sure to first disconnect the microphones and then reconnect them once the piano has been moved back to its place.

See the pictures below.



Your signature below indicates that you are the designated contact person. Also, that you will be responsible for any damage done to church property and for your group's use of our facility and that you have read and accepted the above requirements. Finally, that you understand that Bethlehem Lutheran Church and its leadership are not responsible for the actions, decisions, or conduct of non-church groups.

Non-church groups are those not under the supervision of or affiliated with Bethlehem Lutheran Church and the Church Council.

Bethlehem Lutheran Church holds no liability for the property of any such group or person remaining on our premises. The church holds no liability for injuries suffered by non-church group members while such members are attending non-church group functions.

Please remember that the permitted use of Bethlehem Lutheran Church's buildings and grounds are a privilege which the Church may cancel at any time and without any prior notice.

This agreement supersedes any and all other agreements or contracts, written or spoken as of this date

NAME OF ORGANIZATION _____

DESIGNATED REPRESENTATIVE _____

(Print Name)

(Sign Name) Digital Signature Accepted

ADDRESS AND TELEPHONE NO. _____

DATE OF EVENT _____

BETHLEHEM LUTHERAN CHURCH WITNESS:

NAME: _____ DATE: _____

(Print Name)

(Sign Name) Digital Signature Accepted