 **Bethel Baptist Church**

**Property Reservation Form**

Today’s Date: Click or tap to enter a date.

Contact Information

Name: Click or tap here to enter text.

Phone #: Click or tap here to enter text.

Ministry/Committee: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Building to Reserve

[ ]  Sanctuary (Building A)

[ ]  Fellowship Hall & Kitchen (Building B)

[ ]  Office (Building C)

Event Start Date:Click or tap to enter a date. Start Time:Choose an item.

Event End Date:Click or tap to enter a date. End Time: Choose an item.

Program Description

Please provide a summary of the activities that will take place:

Click or tap here to enter text.

BETHEL BAPTIST CHURCH PROPERTY USAGE AGREEMENT

1. No alcoholic beverages are allowed on the church property. No eating or drinking in the sanctuary.
2. No smoking is allowed on any part of the church property.
3. There is no charge for the use of church facilities. Church supplies are for church use only. Anyone choosing to make a donation may do so by writing a check indicating that it is a donation to Bethel Baptist Church.
4. Any damage to or loss of church property will require reimbursement to the church.
5. Church activities take precedence over all other events. When scheduling an event, the date and time shall be placed on the church calendar. Requests will be considered pending until thirty days prior to the event date. It is understood that Bethel Baptist Church may cancel an event if necessary.
6. All activities and events must be approved by the active Deacon fellowship. The Pastor will approve all weddings.
7. A church member will be responsible for requesting usage of the church and its facilities. The church member will be responsible for overseeing the event and for ensuring that the church is secured afterwards. These responsibilities include, but are not limited to, turning off lights, locking doors, cleaning all areas after use by vacuuming Sanctuary & hallways, sweeping & moping Fellowship Hall, and bathrooms, empty all trash, cleaning kitchen sinks & surfaces. The church member will be supervising all persons present until the conclusion of the event.
8. All areas must be completely cleaned after use. If it is desired that the church be responsible for cleaning the property after usage, the cost will begin at $200.00 and must be paid thirty days prior to event.
9. If a church member is not present a temporary key may be obtained from the Church Office during normal office hours one week prior to the event and must be returned no later than one week after the event. Key # \_\_\_\_\_\_\_\_

The undersigned has read and agrees on behalf of the named Ministry/Committee to all Bethel Baptist Church Property Usage Agreements listed above.

Print Name: Click or tap here to enter text. Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Deacon: Click or tap here to enter text. (completed by church office only)

Return completed forms to terri@bbclw.org