

***You MUST call the church before submitting this form, 419-281-4182.***

# **BETHLEHEM LUTHERAN CHURCH PROPERTY USAGE RULES**

Return signed form to: Bethlehem Lutheran Church, Attn: Kathy, PO Box 344, Pemberville, OH 43450

NAME / ORGANIZATION \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

PURPOSE \_\_\_\_\_ APPROXIMATE NUMBER TO ATTEND \_\_\_\_\_

AREA OF BUILDING TO BE USED \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_ DATE \_\_\_\_\_ BEGINNING TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

OTHER: \_\_\_\_\_

I HAVE READ THE RULES BELOW GOVERNING THE USE OF THE CHURCH FACILITIES AND HEREBY AGREE TO ALL TERMS AND CONDITIONS

APPLICANTS SIGNATURE \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

FEE AMOUNT (see below): \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

PICK UP KEY (DATE) [See #4 below] \_\_\_\_\_ RETURNED KEY (DATE) \_\_\_\_\_

---

## **RULES FOR USE OF CHURCH FACILITIES**

1. The adult in charge of the group agrees to be responsible to the Church Council for the proper use of the facilities, equipment and grounds.
2. The person in charge agrees to: prohibit smoking and unbecoming conduct within the building; make sure **NO** alcoholic beverages are to brought into the building or onto the grounds; see that persons not directly involved in the event or activity are denied entrance to the building. *All groups must return the facility to the condition in which it was found: Clean the tables and sweep the floor, making sure any spills are cleaned up properly; return tables and chairs to where they were found; turn out all lights, and lock doors upon leaving.*
3. Trash must be collected in bags and disposed of by taking to the dumpster at the end of the parking lot of the church.
4. A key will be given to the person in charge of the event or activity no earlier than 2-3 days before the event. Stop by the office during normal hours, 9 a.m. to 2 p.m., M-F, to pick up the key. Please return the key right after the event. Open the door from the outside by using the key. To lock up, open the door and hold it open. Lock the door from the outside. Step inside, let the door close. If you push on the door (not the handle) and it won't open it is locked. Deposit the key into the slot in the office door. To leave press on the bar (handle) to exit. The door will be locked behind you.
5. The adult in charge is responsible for the set up and take down of any tables and chairs for the event.
6. All persons participating must remain in the building area which has been agreed upon (above).
7. Groups will be responsible for any damage caused during their activity and for any preparation or undue cleaning necessary because of the activities of the group.
8. The use of the facility is granted on the condition that if the building is needed for church functions on any of the listed dates, the grantee agrees to forego its use on such date or dates. You will be contacted as soon as possible.

## **FEES FOR USE OF FELLOWSHIP HALL & KITCHEN**

Members & Church Organizations	No charge
Non-members & Other Organizations	\$100 Hall \$50 Kitchen

Mailed out copy to be signed/returned

YES  NO Council approved (Please return form to the office.)