

BUILDING USE AGREEMENT FOR BETHLEHEM CHURCH

Please complete this form and return it to the Church Office for review by the appropriate Church Officers. Applications must be complete, listing the name, address, and phone number of the requesting organization, as well as the responsible person(s) who will be on site during the event.

Date of Application _____

Name/Organization Information

Name/Organization: _____

Address: _____

Non-Profit Organization? _____ Used Church Facility before? _____ Date: _____

Responsible Person (must be on site during event) Information

Name: _____ Member of Church: _____ *Non-member: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email _____

*If non-member, is there a church member that can be contacted in an emergency?

Name: _____ Phone: _____

Event/Function Information

Date(s): _____ Time: _____ to _____ # Attending: _____

Purpose of Event: (please be specific) _____

Will there be an admission charge? _____ If yes, how much? _____

Area(s) Requested (check all that apply):

Sanctuary _____ Welcoming Area _____ Fellowship Hall _____ **Kitchen _____

Chapel _____ Sunday School Rooms (Basement level) _____

Other Inside Area Being Used (please specify area) _____

Outside area (please specify area) _____

**If Kitchen is used, name of person who will operate dishwasher _____

Table/ Chair Set-up:

Equipment Requests (check all that apply): TV/VCR _____ PA System _____ Easel _____

White Board/Markers _____ Podium _____

(Please Turn Over)

Acceptance of Damage and Liability

It is understood that the person completing this application has the authority to accept responsibility for the organization applying. It is agreed that the requested facility area will be reserved only for the requested date(s) and/or time(s) indicated. Any changes in the request and use must be approved. Bethlehem Church reserves the right to change the date(s) and/or time(s) should a church function arise, such as a funeral. I (We), hereby assume responsibility for all damage done to the church premises during my (our) use of the facilities, and hereby hold harmless Bethlehem United Church of Christ, Evansville, Indiana, for any injuries which may occur during the use of the facilities. All those using the facilities are asked to put back any chairs, tables, etc. in the original place they were found and clean areas that need to be picked up unless special arrangements have been made with the church custodian.

Signature of Organization Representative/Title _____

Date _____

Office Use Only

_____ Approval by Pastor

_____ Approval by Church President

_____ Approved: _____ Date: _____

_____ Not Approved: Reason _____

Key issued to whom? _____ Date Issued _____ Return Date _____

Does building use require services of custodian? _____

Amount of Deposit, Rental Fee, or Custodian Fee Received (if applicable) _____

Date Received _____ Balance Due \$ _____

Date Balance Paid _____

Form Amended on January 11, 2016

(Please Turn Over)