

BETHLEHEM UNITED CHURCH OF CHRIST General Policies for Facility Use

Bethlehem UCC has a very appealing and well-maintained campus that is available for the community's use. There are certain policies that the members ask of those wishing to use our facilities. They include, but are not limited to those listed below.

BUILDING USE INCLUDES:

Use of kitchen space: Groups requesting usage must receive instruction from a church representative on the use of the oven/stove. The dishwasher is not available for use by outside groups without written approval. Those using the facilities must clean all appliances and counter tops when finished with them. Please bring your own cleaning supplies. The church's cleaning service will be responsible for floor cleaning, but please sweep up before leaving, and mop up any spills.

Tables and chairs are provided as needed. Tablecloths are available upon request and will require cleaning after the event. Clean tablecloths shall be returned no more than seven days after the event.

Use of paper products is permitted. The user must provide all paper products and dispose of said bagged products in dumpster outside. Use of Bethlehem UCC dinnerware, silverware, and cooking equipment is available upon request and should be returned clean to their storage areas.

Restrooms are available for use. Please make sure all water and lights are turned off and restrooms are tidy when you leave.

Audio/Video Equipment is available but a specific written request detailing usage and content is required. Any damage to said equipment is the responsibility of the person/group requesting usage. All A/V equipment shall be operated by a Bethlehem designated individual unless person/group has a demonstrated ability to operate such equipment. If requested party needs assistance with A/V equipment a service fee of ----- is required.

Building/Property Request Forms are available in the church office and should be submitted in advance of your event.

PROHIBITIONS:

Bethlehem UCC promotes a smoke-free campus. Use of tobacco products of any type (cigarettes, cigars, pipes, chewing tobacco, etc.) is prohibited anywhere on the church campus.

Wine or alcohol products are not permitted on the Bethlehem UCC campus. This includes all interior spaces and exterior grounds (property and parking lots). Use of sacramental wine will be at the discretion of Bethlehem UCC's Senior Pastor.

There is to be no use of scotch tape, masking tape, or any other adhesives on any of the interior or exterior wall surfaces. The use of pins or staples in wall surfaces is prohibited as well.

Un-caged animals are not permitted in any part of the church building. Service animals are permitted. Animals on the grounds must be on a leash.

LIABILITY:

Proof of insurance is required of groups who use the church facilities.

All groups or individuals using any of the Bethlehem Church facilities must sign a waiver of liability form before using the facility. This form will be provided to you when making arrangements. If this form is not signed and returned to the church office fourteen days prior to the scheduled event, the event will be cancelled and the group or individual will not be permitted to use the facilities.

Adult (age 18 or over) supervision is required for all events and children should be supervised at all times. One adult for each 10 children is required.

Please report any damage to the church office immediately. Any damage to the building and its contents is the responsibility of the group or individual using the facility. The facility will be inspected by church personnel prior to and following each use.

If at any time there are questions or concerns regarding the usage of Bethlehem United Church of Christ facilities, please contact the church office during office hours (M-F 9:00AM-4:00PM) at (812) 867-2497.

Bethlehem United Church of Christ
Rental Fees

NON-MEMBERS:

Weddings	A detailed listing of applicable fees is available in the church office.
Welcoming Area	\$60.00 (Four Hours), \$10.00 (Each additional hour)
Fellowship Hall	\$60.00 (Four Hours), \$10.00 (Each additional hour)
Kitchen	\$60.00 (Four Hours), \$10.00 (Each additional hour)
Athletic Field	\$20.00 (One Hour), \$10.00 (Each additional hour)
Sanctuary	\$175.00 (Weddings are \$250)

MEMBERS:

All applicable fees will be waived for Bethlehem UCC members as long as the member requesting the area is present for the event. Donations would be graciously accepted and appreciated by Bethlehem UCC.

All applicable fees will be waived for Non-Profit organizations.

Bethlehem UCC reserves the right to change the date(s) and/or time(s) should a church function arise (such as a funeral). Any fees collected prior to the cancellation will be refunded.

Approved by Pastor Mark Sirnic on 2/2/16