



Bethel Church Facility Policy

The main purpose of Bethel Church facilities, associated buildings and equipment is to provide a quality environment for Bethel, its members and those God places in our paths. The facilities and associated building and equipment have been built, purchased, maintained, and dedicated for furthering God's Kingdom. Therefore, all group or individual activities which are consistent with Bethel's Mission and/or its values will be given consideration for use of its facilities.

It is the intent of Bethel Church to make the use of its buildings as user friendly as possible to its members and community; therefore, any user must maintain proper security of building and equipment, maintain financial responsibility and limit liability. Use of Bethel Church facilities approval will be given as follows:

1. Direct use by Bethel groups and then its individual members in consideration of when it was requested.
2. Use by organization with compatible mission statements or beliefs.
3. Nature of use required.

General Rules

- All applications must be made in writing using a "Facility Use Form" and sent to the church office at least 6 weeks before the usage date. The administrative assistant and others will judge the availability and notify you whether the church is available and provide you with the total cost of rental.
- An adult sponsor(s) must assume responsibility for the use of the building facilities and supervision of the users. In the event the sponsor does not appear at the scheduled time for opening, the custodian must consider the activity cancelled and shall leave the building closed. Adequate adult supervision must be provided according to the nature of the activity.
- Bethel reserves the right to exclude use of the facilities not consistent with Bethel's mission and values.
- Use of any facility includes only the parts of the facility directly asked for.
- The permit holder agrees to compensate for any damage to Bethel resulting from the user's use, in such amount as may be determined by the Bethel property committee.
- The permit holder agrees to save and hold harmless said Bethel and agrees to assume responsibility for all liabilities arising incident to the occupancy of said facility use, it being understood and agreed that the Church assumes no obligation respecting the use of such properties.
- Bethel reserves the right to deny use and/or cancel use with due notice. Holders of permits may cancel one week in advance and receive a refund.

Special Requirements

- **Bethel is a Peanut Free church. Please do not bring any food into the facilities that contain peanuts.**
- **Smoking and alcoholic beverages are strictly prohibited.**
- **No rice, confetti, birdseed, or glitter is to be thrown inside or outside the facilities.**
- Permit holders will ensure that all music, activities, dress, etc., will be done in a way which respects the primary purpose of these facilities.
- All permit holders are responsible for set up and take down unless they pay a fee for the church or staff to do this. All furniture and equipment must be returned to the same place from where it was taken. If the facility is not returned to its original state, the renting group will be charged a custodian fee of \$35/hour.
- All groups are responsible for general clean up after the meeting. All trash is to be disposed of; all decorations shall be removed from the building within 24 hours after building has been used, unless prior special arrangements have been made. Any work left over which increases the work of the custodian will be charged to the renting group at the rate of \$35/hour. To be verified by properties committee.
- Dripless candles are only allowed on tables, window sills and pews if placed in 12" high chimneys. Electric candles are permitted on pews if U.L. approved.
- No nails, tacks or tape (duct tape, electrical, permanent scotch tape, etc.) are to be used to fasten decorations to pews, walls or church furniture.
- The pulpit, piano and other items on the sanctuary stage will be moved by the custodian if given permission.
- Church will be open **no earlier than 7:00am** on the day of the rental.

Rental activities to be concluded weekdays by 11:00pm & Saturdays by 6:00pm (or as coordinated by the custodians).

Facility Fees

Fees will be paid before use and included with a completed facility use form to be returned to the church Administrative Assistant. Fees for community outreach events (Classis meetings, CPR Training, Blood Drive, etc...) will be reviewed by council, with the possibility of reduced or eliminated fees.

Weddings	Church Member	Non-Member
Wedding & Rehearsal <i>(entitles use of entire building) (Sanctuary seats about 200 people with additional seating in the balcony.)</i>	\$150 <i>(plus sound fee*)</i>	\$250 <i>(plus \$250 deposit* & sound fee*)</i>
Rehearsal Dinner	Additional \$50	Additional \$100
Reception Dinner	Additional \$50	Additional \$100

Please Note: All wedding rentals are required to submit a "program/wedding order" for the Bethel Sound Technician before the rehearsal. It is suggested that the bride/groom meet with the Bethel Sound Technician and Officiant 15 minutes before the time of rehearsal to go over details. Bethel's Administrative Assistant will help coordinate this.

Rooms for Events	Church Member	Non-Member
Entire Building	\$150	\$250 <i>(plus \$250 deposit*)</i>
Sanctuary <i>(Sanctuary seats about 200 people with additional seating in the balcony.)</i>	\$50	\$100 <i>(plus \$250 deposit* & sound fee*)</i>
Narthex	\$50	\$100 <i>(plus \$250 deposit*)</i>
Basement & Kitchen <i>(room for approx. 75-80 people)</i>	\$50	\$100 <i>(plus \$250 deposit*)</i>
Parking Lot	---	Negotiated <i>(plus \$250 deposit*)</i>

Funerals	Church Member	Non-Member
Funerals <i>(entitles use of the entire building)</i>	---	\$150 <i>(plus \$250 deposit* & sound fee*)</i>

*Sound Fees
Required - Bethel/Restoration Church Sound Tech for Audio & PowerPoint - \$100
Optional - Bethel/Restoration Church Sound Tech for the event to be Livestreamed - \$50

*Deposit Required for Non-Members

A **\$250 deposit** is required before facility use.
This will be on a **separate check** that will be returned after the event is completed, if no additional charges are assessed. Additional charges will be taken from the deposit.

Want to check availability of the church or have other questions?

Call the Administrative Assistant - Nicole Compagner at **616.772.2390** or e-mail secretary@bethelzeeland.org.

Bethel Church - Facility Use Form [for Weddings]

Name of Bride: _____ Bethel/Restoration Member: Yes / No

Name of Groom: _____ Bethel/Restoration Member: Yes / No

Bride's Phone #: _____ Groom's Phone #: _____

E-mail Address: _____

Mailing Address: _____

Wedding Date:	Time of Wedding:	# Attending Wedding:
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Wedding Reception at Bethel: Yes / No Time: _____ # of People at Reception: _____

If yes, how do you want the downstairs fellowship room set-up for the Wedding Reception? _____

What day do you plan on setting up for the wedding? _____ Time: _____

Will you be getting ready at church? _____ What time do you want church open on your wedding day? _____

What musicians will you have for the wedding ceremony? _____

_____ # of music stands needed. _____ # of microphones needed.

Officiant for the Ceremony: _____ # of People in the Bridal Party _____

How do you want the sanctuary stage set-up? _____

Do you want your wedding ceremony livestreamed? _____

Do you want to use the tables in the narthex area of church? _____

Other Requests? _____

Bethel Church - Facility Use Form [for Weddings]

[continued]

Rehearsal Date:

Time of Rehearsal:

Rehearsal Dinner at Bethel: Yes / No Time of Dinner: _____ # of People at Dinner _____

If yes, how do you want the downstairs fellowship room set-up for the Rehearsal Dinner? _____

Please Note: All wedding rentals are required to submit a "program/wedding order" for the Bethel Sound Technician before the rehearsal. It is suggested that the bride/groom meet with the Bethel Sound Technician and Officiant 15 minutes before the time of rehearsal to go over details. Bethel's Administrative Assistant will help coordinate this.

I, the undersigned, have read, understood, and agree with the Bethel Facility Policy.

Name _____

(The following is to be completed by the Administrative Assistant)

Sound Technician(s) from Bethel/Restoration: _____

[\$100 Sound Tech Fee - Audio & PowerPoint] paid _____

[\$50 Sound Tech Fee - Livestream] paid _____

[\$250 Deposit] paid _____

[\$ _____ Wedding Fee] paid _____

[\$ _____ Rehearsal Dinner Fee] paid _____

[\$ _____ Reception Fee] paid _____

_____ Custodian Copy

_____ Funds Admin Copy

_____ Deacons Copy

Bethel Church - Facility Use Form [for Events]

Contact Name: _____ Bethel/Restoration Member: Yes / No

Home Phone #: _____ Cell #: _____ Work #: _____

E-mail Address: _____

Mailing Address: _____

Intended Use: _____

Date(s) of Use: _____

Time of Event: _____ # of People Expected at Event: _____

Room(s) Needed: _____

Equipment Needed: _____

Set-Up Needed: _____

Other Requests: _____

I, the undersigned, have read, understood, and agree with the Bethel Facility Policy.

Name _____

(The following is to be completed by the Administrative Assistant)

[\$250 Deposit] paid _____

[\$

Rental Fee] paid _____