

Bethel Facility Policy

March 2023

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 buildings 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. Bethel is a community rooted in the love and acceptance of Jesus Christ and ignited by the Holy Spirit to be growing in and sharing our faith in Zeeland and beyond.

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" that is mailed or e-mailed to the church. The Administrative Assistant will notify you whether the church is available and will provide the 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 Properties Team.
- 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

If the facility is not returned to its original state, the renting group will be charged a custodian fee of \$35/hour.

- 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.
- No nails, tacks or any tape are to be used on church pews, walls or furniture.
- 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.
- Permit holders will ensure that all music, activities, dress, etc., will be done in a way which respects the main purpose of these facilities.
- Permit holders are responsible for set up, take down and clean up. All furniture and equipment must be returned to the same place from where it was taken. All trash is to be disposed of and all decorations shall be removed from the building within 24 hours after building has been used (or as coordinated with the custodians).
- The pulpit, piano and other items on the sanctuary stage will be moved by the custodian only.
- The church will be open no earlier than 7:00am on the day of the rental.
- Rental activities will be concluded weekdays by 11pm & Saturdays by 6pm (or as coordinated with the custodians).

Facility Fees

- Fees are to be paid before use.
- 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.
- ***A deposit is required for non-members. This will be returned after the event, if no additional charges are assessed.**

Rooms for Events	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 \$100 deposit* & sound fee**)</i>
Narthex	\$50	\$100 <i>(plus \$100 deposit*)</i>
Downstairs Fellowship Room <i>(room for approx. 75-80 people)</i>	\$25	\$50 <i>(plus \$100 deposit*)</i>
Downstairs Kitchen	\$25	\$50 <i>(plus \$100 deposit*)</i>
Parking Lot	----	Negotiated <i>(plus \$100 deposit*)</i>

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

Weddings	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/Restoration Church Sound Tech and the officiant 15 minutes before the time of rehearsal to go over details. Bethel's Administrative Assistant will help coordinate this.

**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

Have other questions? E-mail secretary@bethelzeeland.org or call 616-772.2390.

Bethel Church Facility Use Form | Weddings

Bride: _____

Groom: _____

Bethel/Restoration Member: Yes / No

Bethel/Restoration Member: Yes / No

E-mail: _____

E-mail: _____

Mailing Address: _____

Mailing Address: _____

Where do you want the deposit mailed back to if no additional charges are assessed? _____

Rehearsal Date:	Time of Rehearsal:	Time Doors Open:
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Do you plan on setting up on rehearsal day? Yes / No If yes, what time: _____

Officiant: _____ Musicians: _____

of People in Bridal Party: _____ # of music stands needed: _____ # of microphones needed: _____

Remove Pulpit: Yes / No Remove Plants: Yes / No Remove Baptismal Fount/Sacraments: Yes / No

Any other notes about the sanctuary stage set-up: _____

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

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? _____

Wedding Date:	Time of Wedding:	Time Doors Open:
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Will you be getting ready at church? Yes / No Do you want your wedding ceremony livestreamed? Yes / No

of people expected at your wedding: _____ Other Notes/Requests: _____

Bethel Church Facility Use Form | Weddings

[continued]

Reception 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 Reception? _____

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/Restoration Church Sound Tech and the 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 Bethel Church's Facility Policy.

Signature: _____

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

Sound Tech(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 | Events

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

Phone #: _____ E-mail Address: _____

Mailing Address: _____

Date of Event:	Time of Event:	Time Doors Open:
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Intended Use: _____ # of People Expected: _____

Room(s) Rented: _____

Set-Up Needed: _____

Other Requests: _____

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

Signature: _____

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

[\$250 Deposit] paid: _____ [\$ Rental Fee] paid: _____