

Bethany Christian Church

Facilities Use Policies & Procedures Agreement

Usage Underlying Principles

God, working through His people, has blessed Bethany with a wonderful facility as a tool to expand His kingdom through making disciples for Jesus. To that purpose the primary usage of Bethany's facilities shall be ministry related, with non-ministry usage being incidental and insignificant to the overall usage of the facility. Non-ministry usage is limited to events in which a member or regular attendee of Bethany is a vital part of the event and serves as a responsible person at the event representing Bethany's interest.

In that non-ministry events are outside Bethany's mission but have the potential of exposing the congregation to additional cost and liability, policies are established to limit the risk of that loss. Bethany does not seek to generate income through the use of its facility but does utilize usage fees to assist in compensating the congregation for custodial, administrative, utilities and insurance cost related to non-ministry usage.

Terms and Conditions

Ministry related events always have scheduling priority over non-ministry events. The following are examples of ministry and non-ministry related events:

Ministry Related Events

No usage fee required. Use Form #1 (white)

Fellowship / Service

Accountability groups
Bereavement support group
Bible studies
Circles
Funeral dinners
Young at Heart
Life Groups
Marriage enrichment groups
Sunday School classes & activities
Women's Ministry events

Ministry Teams

Care Ministry meetings & events
Community outreach events
Finance Team meetings
Properties Team meetings
Missions meetings & activities
Special needs ministry activities

Music Ministry

Worship Choir practice
Handbell practice
Worship & Big Band practice

Sports Ministry

(requires approval of Elders)

Baseball (Church group)
Basketball (Church group)
Bethany Rev Fit
Pickleball

Children & Student Ministries

Children's Ministry activities & events
Student Ministry activities & events
Overnighters (Church sponsored)
Life Groups

Non-Ministry Related Events

Usage fee required. Use Form #2 (blue)

Anniversary celebrations	Graduation ceremonies
Baby & bridal showers	Gym or baseball diamond use by
Banquets	outside athletic groups
Birthday celebrations	Private or group instruction / teaching
Christmas parties (personal)	Parties or other social gatherings
Conferences & meetings	Receptions or open houses
Family reunions	Weddings / receptions (see Wedding Policy)

Families / Individuals

Families and individuals requesting use of the facilities for non-ministry related events must be members or regular attendees of Bethany Christian Church. The designated responsible (a Bethany member or regular attendee) must be on site for the full duration of the event, is responsible for the conduct of those participating in the event and for ensuring that participants remain in the areas reserved for the event and will be held responsible for compliance with this policy/procedure.

Fee Schedule for Non-Ministry Related Events

To compensate the church general expenses related to non-ministry usage, advance payment of a usage fee is required. Usage fees are not tax deductible as a charitable contribution because of the value the person or organization receives from using the facility. Please refer to the following fee schedule.

Worship Center:	\$350 per day
Fireside Room:	\$45 for up to 4 hrs; \$60 for 4+ hrs
Friendship Room:	\$45 for up to 4 hrs; \$60 for 4+ hrs
Fellowship Hall:	\$60 for up to 4 hrs; \$85 for 4+ hrs
Gymnasium:	\$60 for up to 4 hrs; \$85 for 4+ hrs
Youth Attic:	\$60 for up to 4 hrs; \$85 for 4+ hrs
Other Areas:	As determined by Properties Team

Facility Use Reservation Form

Ministry and non-ministry related events are required to submit the appropriate Facility Use Reservation Form, which may be obtained from the church office or downloaded from the church's website. Requests are not considered final until they have been approved by the church office.

General Rules

1. Only facilities and equipment requested and approved on the Facility Use Reservation Form may be used for an event.
2. Smoking and use of alcoholic beverages is not permitted anywhere on church property.
3. Do not attempt to adjust the thermostats.
4. If a custodian is on duty, immediately report all spills.
5. The facility shall be left in good condition after the event, including rooms having been cleaned. Prior to the event, please ask the custodian where to locate cleaning supplies and a vacuum. Non-ministry event users agree to restore facilities to their prior condition including furniture setup. All activities and cleanup must be completed by 9:30 p.m. unless otherwise approved. Do not leave any supplies, food, or additional items behind. Bethany Christian Church is not responsible for any items left behind by users.
6. If the event utilizes the gym, the responsible person must be knowledgeable of the special gym use duties (posted by the west gym door and available at the church office). The gym floor must be swept after the event is over.
7. Parties/individuals wanting to connect wireless devices to the projection system in the Fireside Room would have to supply their own device to attach via HDMI (like an Apple TV, Roku, Chromecast, etc.). While there are some dongle/adaptors available for devices, we cannot guarantee their compatibility. We will provide the projector, sound system, and HDMI connection, but technical support for the party/individual-supplied connecting device is the responsibility of the party/individual. The most stable method of supplying video &/or sound to the system in the Fireside Room is a computer via HDMI connection.
8. Groups using the softball field or grounds must pick up all trash from both the grounds and parking lot and dispose of it properly in the trash barrel at the ball field or the dumpster located by the garage.
9. The responsible person must see that lights are turned off and doors locked (if required) when the event is over. Please consult the church office to see if you will need to pick up a key to use for your event.
10. Bethany's Business Manager may cancel any non-ministry event at any time, even if the event is in progress, for significant violation of this agreement by those using the facility.
11. An organization/individual using the facility for a non-ministry event agrees to hold harmless Bethany Christian Church, its ministers, employees, trustees, elders, officers, and church members for all expenses arising out of any injury or damage occurring during the event on our facility.

As the responsible person, I understand and agree to abide by the Facilities Use Policies & Procedures.

Responsible Individual

Organization Name (if applicable)

Signature of User

Date