

Bethel Presbyterian Church Church Facility Reservation Form

(TO AVOID DELAY, PLEASE FILL OUT AS COMPLETELY AS POSSIBLE)

Today's date _____

Name of Group / Organization: _____

Contact Person _____

Contact Address: _____

Telephone Number: Home _____ Work _____ FAX _____

Name / Purpose of Event: _____

Date(s) of Event: _____ Day(s) of week: _____

Event Time (actual time of event) Start: _____ End: _____

Reservation Time (include time for setup/cleanup) Start: _____ End: _____

Room(s) Requested (include a second choice) 1st Choice _____

2nd Choice _____

Number of people expected to attend the event: _____

Check any that apply: one time event
 weekly
 monthly
 yearly

Recurring event
Begin date _____
End date _____

Special Instructions: _____

You are responsible for the general set-up and cleanup of the function.

I have read and understand the Property Usage Guidelines on the reverse side.

Signature of Person Making Reservation: _____

Send completed form to: Bethel Presbyterian Church
 19920 Bethel Church Rd. Cornelius, NC 28031
 Phone: 704-892-0546 FAX: 704-892-7715

Office Use Only - Do Not Write Below This Line

_____ Date _____ Fee \$ _____

BETHEL PRESBYTERIAN CHURCH

Property Usage Guidelines

I. PURPOSE

According to the Book of Order, the Session has the power "over the uses to which the church building and associated properties may be put". (G-10.0102, para o) The diaconate at Bethel Presbyterian Church has been given the responsibility to see that the Session's will in regards to church usage is enforced.

II. MISSION STATEMENT

The property belonging to Bethel Presbyterian Church is a significant asset in our ministry to our members, to the community, and to the world. This concept of servanthood encourages us to see that our facilities are used wisely to further the work of God.

III. GENERAL

- With the expansion of Bethel Church and the population increase in the area, there has been increased demand for use of our facilities. It is not the intent of Bethel Presbyterian Church to discourage use of the facilities, but to use the facilities in the best way possible.
- For profit activities by any individual or group is prohibited. Any exception must be made by the Session.
- As for compensation to Bethel for the use of facilities, our buildings and grounds are for the purpose of furthering the ministry of God. To that extent, any activity or group whose purpose is to fulfill that mission will be permitted to use our facilities. They will not be expected to pay for that use. Charges for the use of our facilities only apply when the usage is for non-church related activities. Any fees charged should be paid in advance. In addition, there will be no charge for groups that are directly sponsored by Bethel Presbyterian Church or for groups that have been endorsed by the Session.
- A member of Bethel will be responsible for overseeing the activities in the gym during its' use. That person must be at least twenty-one years of age and is to report any damages and/or misconduct to the Property Committee. Charges for damages will be assessed and charged to the group. If behavior problems persist, after a warning is issued, that group will no longer be allowed to use the facilities. Pick-up games are strongly discouraged because of the lack of record keeping which allows us to know who the responsible party is, as well as, the possibility of conflict with another scheduled group.
- The use of the multi-purpose room/gym should be limited to large groups. Other rooms should be used for smaller groups whenever possible to save on the wear and tear of the gym. Any group wishing to use the gym (other than the approved groups) and any groups of 75 or more should be brought to the church staff for approval. Blood drives, CPR classes, etc. will be brought before the Session.
- A room should be left set up as it was found, unless the users have been advised otherwise.
- Folding tables and chairs are not available for loan. Any exception must be made by the Session.
- The Pastoral staff reserves the right to cancel, postpone, or move to another building or room any group if it is anticipated that there will be interference with a funeral, wedding, worship service or other special function.
- All groups must vacate the building by 9:00 PM in order to secure the property.
- Bethel cares deeply about children and their safety and has developed a comprehensive Child and Youth Protection Policy concerning childcare which is available in the Church Office. Most importantly, that policy requires that at least two adults be with any child or group of children at any and all times. By utilizing church property you and your group agree to adhere to the requirements of this policy, and further you agree to indemnify and hold Bethel harmless for failure to adequately and properly protect children.

IV. GROUPS OFFICIALLY SPONSORED BY OUR CHURCH

These include the following and may be added to or deleted by the Session. These groups should have **first** priority in scheduling.

Session/Diaconate	Men of the Church	Chime and Handbell Group	Women's
Bethel Weekday Program	Ramblers	Youth Programs	Circles
Bible Studies	Scouts	Sunday School	Lunch
Women of the Church	Confirmation Classes	Room in the Inn	Bunch
Walk and Talk	Wednesday Night Ignite	Marvelous Monday	

V. GROUPS NOT OFFICIALLY SPONSORED BY OUR CHURCH

These groups are permitted to use the facilities when scheduling permits and will not be expected to offset the cost of maintenance.

LN Community Bible Study	North Mecklenburg Community Chorus
Elections Board Activities	Narcotics Anonymous (Grateful Group)

VI. GROUPS PERMITTED TO USE OUR FACILITIES

These groups will be permitted to use the facilities when scheduling permits and should help to offset the cost of maintenance.

Weddings (see wedding policies)	Concerned Citizens Groups/General Meetings	Stewards of the Game
Civic Groups	OWLS	
Homeowner Associations	Lake Norman Garden Club	

VII. USAGE FEES

Weddings (see wedding policies)

Activity Center	\$100
Fellowship Hall & little kitchen	\$100
Multipurpose Room (gym)	\$175
Multipurpose Room & kitchen	\$275
Classroom	\$ 50

There will be a refundable \$100.00 security deposit (in addition to any other fee) for the use of the Multipurpose room and/or for any activity, anywhere, which involves the serving of food. This applied to any individual or group other than those that are officially sponsored by the church, including members. This fee may be waived at the discretion of the Chair of the Property Committee or his/her designee.