

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. 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
Divorce Care groups
Funeral dinners
Keenagers
Life Groups
Marriage enrichment groups
Sunday School classes & activities
Women's Ministry events

Ministry Teams

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

Music Ministry

Cheerful notes practice
Impact Choir practice
Handbell practice
Worship & Big Band practice

Sports Ministry

(requires approval of Elders)

Baseball (Church group)
Basketball (Church group)
Bethany Zumba
Bethany Step Aerobics
Volleyball (Church group)

Children & Student Ministries

Children's Ministry activities & events
Student Ministry activities & events
Overnighters (Church sponsored)
Life Groups
Boy Scouts /Cub Scouts/Girl Scouts
(scout activities, banquets & events)

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 :	\$35 for up to 4 hrs; \$50 for 4+ hrs
Friendship Room:	\$35 for up to 4 hrs; \$50 for 4+ hrs
Fellowship Hall:	\$50 for up to 4 hrs; \$75 for 4+ hrs
Gymnasium:	\$50 for up to 4 hrs; \$75 for 4+ hrs (Fee may be waived for Little League & other youth teams requesting gym for practice during inclement weather.)
Youth Attic:	\$50 for up to 4 hrs; \$75 for 4+ hrs
Other Areas:	As determined by Properties Team & Facilities Manager

Organizations / Classes / Business Use

Organizations using Bethany’s facility for a non-ministry event must provide evidence of current liability insurance for a minimum of \$500,000. An insurance certificate of that coverage must be presented to the church office two weeks prior to the event. The certificate may be faxed to the church at: 765-642-3368. Continual routine usage by an organization may require naming Bethany Christian Church as an “additional insured” on the user’s liability policy.

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 Facilities Manager and the church office.

General Rules

1. The responsible person shall discuss with the Facilities Manager or custodian any room setup requirement and how the room(s) is to be restored to its original layout at the end of your event.
2. Only facilities and equipment requested and approved on the Facility Use Reservation Form may be used for an event.
3. Smoking and use of alcoholic beverages is not permitted anywhere on church property.
4. Do not attempt to adjust thermostats.
5. If a custodian is on duty, immediately report all spills.
6. 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.
7. 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.
8. Groups using the softball field or grounds must pick up all trash from both the grounds and parking lot and dispose of properly in the trash barrel at the ball field or the dumpster located by the gym.
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 Facilities Manager or 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.

Room/Facility Use Reservation Ministry Related Event - Form #1

No Usage Fee Required. Facilities Team and Church Office must approve all usage requests.

Section 1: Event Information

Event Name: _____

Description: _____

Anticipated attendance: _____

Responsible person for event (must be Bethany attendee) : _____

Responsible person's phone number: _____

Date of event: _____ Time of event: _____

Time room is needed for setup: _____ Time Cleanup will be completed: _____

One-time event: _____ Ongoing: _____ (If ongoing, please circle days: M T W TH F S S)

Ongoing event: Starting date ____/____/____ Ending date ____/____/____ Frequency _____

Section 2: Event Resources Needed

Please check all requested rooms (Building maps and usage fees required are available upon request.):

- | | | |
|---|--|---|
| <input type="checkbox"/> Atrium | <input type="checkbox"/> Friendship Room | |
| <input type="checkbox"/> Ball Diamond | <input type="checkbox"/> Gym | |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Educational Area, Classroom # _____ | |
| <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Kitchen (by gym) | <input type="checkbox"/> Kitchen (by office) | <input type="checkbox"/> Kitchen (by fellowship hall) |
| <input type="checkbox"/> Church van (circle one) '97 Ford/'02 Ford/'05 Ford <input type="checkbox"/> Trailer (circle one) Large / Small | | |

Do you need room setup? Yes No
(Limited setup is available. Please contact custodian 10 days prior to event to discuss arrangement needs.)

If you need tables/chairs available for this event, how many of each? Tables Chairs

Check any additional items needed:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Digital Projector | <input type="checkbox"/> Athletic Equipment | <input type="checkbox"/> Coffee Maker |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Podium | <input type="checkbox"/> Punch Bowl |
| <input type="checkbox"/> TV & VCR/DVD | <input type="checkbox"/> Sound System | <input type="checkbox"/> Other _____ |

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

Signed by: _____ Date: _____

Approved by: _____ Date: _____

Entered on calendar by: _____ Date: _____

Room/Facility Use Reservation Non-Ministry Related Event - Form #2

Facilities Team and Church Office must approve all usage requests.

Section 1: Event Information

Event Name: _____

Description: _____

Anticipated attendance: _____

Responsible person for event (must be Bethany attendee) : _____

Responsible person's phone number: _____

Date of event: _____ Time of event: _____

Time room is needed for setup: _____ Time Cleanup will be completed: _____

One-time event: _____ Ongoing: _____ (If ongoing, please circle day of the week: M T W T H F S S)

Ongoing event: Starting date ___/___/___ Ending date ___/___/___ Frequency _____

Section 2: Event Resources Needed

Please check all requested rooms (Building maps and usage fees required are available upon request.):

- | | | |
|---|--|---|
| <input type="checkbox"/> Atrium | <input type="checkbox"/> Friendship Room | |
| <input type="checkbox"/> Ball Diamond | <input type="checkbox"/> Gym | |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Educational Area, Classroom # _____ | |
| <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Kitchen (by gym) | <input type="checkbox"/> Kitchen (by office) | <input type="checkbox"/> Kitchen (by fellowship hall) |
| <input type="checkbox"/> Church van (circle one) '97 Ford / '02 Ford / '05 Ford | | |
| <input type="checkbox"/> Trailer (circle one) Large / Small | | |

Do you need room setup? Yes No

Limited setup is available. Please contact custodian 10 days prior to event to discuss arrangement needs.

If you need tables/chairs available for this event, how many of each? Tables Chairs

Check any additional items needed:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Digital Projector | <input type="checkbox"/> Athletic Equipment | <input type="checkbox"/> Coffee Maker |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Podium | <input type="checkbox"/> Punch Bowl |
| <input type="checkbox"/> TV & VCR/DVD | <input type="checkbox"/> Sound System | <input type="checkbox"/> Other _____ |

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

Signed by: _____ Date: _____

Approved by: _____ Date: _____

Entered on calendar by: _____ Date: _____