

**Bethany Presbyterian Church  
Facility Use Guide**

**Use of Facilities**

As a service to the community, Bethany Presbyterian Church offers certain facilities within its building for utilization by individuals, community groups and local organizations. Nominal fees are charged to help off set operations costs such as utilities, water and waste disposal. **A non-refundable deposit of \$50 is due at the time the application is signed.**

These guidelines for using the facility (**Facility Use Guide**) or an application form (**Application for Facility Use**) can be obtained from the church office or downloaded from the church website ([www.bethanycolumbus.com](http://www.bethanycolumbus.com)). The completed application must be returned to the church office no less than two weeks prior to the requested rental date. Reservations will be determined on a first-come, first-serve basis.

**Rules for Facility Use:**

1. The signer of the application shall assume full responsibility for proper supervision of persons present during the even and for proper care of that facility area being used.
2. Facility use is limited to the designated area(s) identified in application.
3. Hours for use will be specified in the application.
4. All rooms and areas are to be left in an orderly condition after use.
5. All food and trash are to be properly contained for disposal.
6. The organization or individual using the facility shall assume all responsibility for damage incurred to the property, including the costs to repair/replace items or structures, and the labor costs for such repairs.
7. Any decorations used in the building must be of flame retardant material and removed at the conclusion of the event.
8. Nails, screws, or tape on painted surfaces are not permitted to be attached to the walls.

**Rules of Conduct for Facility Use:**

9. There will be no smoking or use of tobacco in or within 50 ft. of the church facilities.
10. No persons may assault, strike, or threaten another person, or use improper, indecent, obscene, menacing language throughout the facility.
11. It is expected that any individual who violates numbers 9 and 10 will be asked to leave the property by whoever is in charge. Should the person (violator) refuse, the police will be called and a designated church official shall be notified.
12. No group that limits membership in or attendance at its activities on the basis of race, color, or religious affiliation shall be allowed to rent the church facility.
13. If children are present, the organization or individual using the facility is responsible for providing the adequate adult supervision. The building will not be opened until adult supervision is present. When not accompanied by parents or other adult supervision, children will not be permitted in the building.

**Facility Use Guide**

14. The group of individual using the facility shall hold harmless Bethany Presbyterian Church, its officers, members and employees in both their official and individual capacities from all liability, claims, demands, damages, or costs for, or arising out of the use of the facility, whether it be caused by the negligence of the church, of the organization or individual using the facility, or by persons enjoying the use of the facility as guests of the group or individual.

The signer of this **Facility Use Guide** states that he or she has read and understands all the procedures and rules contained within and assumes full responsibility for enforcement of the same.

The terms of the **Facility Use Guide** are accepted and agreed to  
by: \_\_\_\_\_ (Organization).

\_\_\_\_\_  
Authorizing Signature (Renter)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Bethany Presbyterian Church  
Application for Use of Facility**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of guest expected to attend: \_\_\_\_\_

**Facility Requested:**

**Hourly Rental Rates:**

___ Church Sanctuary	\$85
___ Vando Rogers Hall (church basement)	\$65
___ Sunday school room (large)	\$35
___ Sunday school room (small)	\$30
___ Parking Lot (business purposes)	\$50

**Equipment Requested:**

\_\_\_ Tables – Number \_\_\_\_\_

\_\_\_ Chairs – Number \_\_\_\_\_

Will food be served at this event? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature (Renter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorizing Signature (Church)

\_\_\_\_\_  
Date

*Bethany Presbyterian Church reserves the right to reject or cancel an application for any reason.*