



MEMBERS BUILDING & EQUIPMENT

The Trustee Committee Requires That This Form Be Completed, the Fees Paid, & APPROVED Before Any Activity Is Placed On The Church Calendar.

REQUEST

PERSON MAKING REQUEST: _____ TODAY'S DATE: _____

ADDRESS: _____

PHONE NUMBER: (Home) _____ (Work) _____

ORGANIZATION: _____

PURPOSE FOR USE: _____

REQUESTED DATE(S) OF USE: _____

TOTAL TIME (From) _____ (To) _____

ACTUAL TIME OF ACTIVITY OR SOCIAL (From) _____ (To) _____

(LATEST TIME ALLOWED FOR SATURDAY NIGHT ACTIVITY WILL BE 11PM)

NUMBER OF PEOPLE EXPECTED AT EVENT _____

PERSON RESPONSIBLE FOR BUILDING SECURITY (CHURCH MEMBER) _____

SECURITY:

- **MONITOR UNLOCKED ENTRANCES CONTINUALLY UNTIL 20 MINUTES AFTER START OF EVENT**
- **IF POSSIBLE SECURE (LOCK) BUILDING 20 MINUTES AFTER START OF EVENT**

FACILITIES & EQUIPMENT REQUESTED (Please check)

- SANCTUARY (AUDITORIUM) WESTENBERG HALL (GYM)
 MAIN KITCHEN (WESTENBERG HALL) LOWER AUDITORIUM/KITCHEN
 FIRESIDE ROOM/KITCHEN OTHER SPECIFIC ROOMS _____
 SOUND (PA) EQUIPMENT REQUESTER MUST NOTIFY SOUND DEPARTMENT of needs well in advance of requested date(s).
This includes use of sound in Westenberg Hall.
 OTHER SPECIFIC EQUIPMENT _____

CHURCH MEMBER FEES

SANCTUARY.....	\$150	WESTENBERG HALL (GYM).....	\$150
LOWER AUDITORIUM	\$75	OTHER ROOM/FIRESIDE ROOM.....	\$50
TRUSTEE SECURITY.....	\$50	(Pay this person separately & directly)	
SOUND ROOM TECHNICIAN.....	\$75	(Pay this person separately & directly)	
ORGANIST, PIANIST AND SOLOIST.....	(Pay this person separately & directly)		

- 1) **Use of ANY church vehicle is not part of this request.**
- 2) **I understand that the Unauthorized use or movement of ANY church equipment may result in additional expenses for repair or maintenance that I will be responsible for.**

Signed: _____ Date: _____

OFFICE USE ONLY	
Trustee approval _____	Date _____
Received check for \$ _____	Date _____
Reason if not approved _____	

Bethany's staff or officers will *NOT BE* responsible for any personal property left in the building or on the premises.

TURN OVER

KITCHEN GUIDELINES

1. Building & equipment request is a must.
2. Turn off and clean all equipment used.
3. Return all items to the cupboards.
4. Wipe off counters and work areas.
5. Sweep the kitchen floor.
6. Take all trash/garbage to the dumpster.
7. Report any equipment that malfunctions & all breakage to the trustees.
8. Remove all food from the kitchen.
9. Take all dishcloths & towels home. Launder & return within a couple days.
10. Lock all kitchen doors when finished. Double-check the outside door for security.

KITCHEN EQUIPMENT AVAILABLE

Permanent Mount Coffee Brewer
South Bend Convection Oven
Peerless Gas Grill
Garland Gas Stove
Hobart Commercial Mixer & Shredder

Raetone Refrigerator
Berkel Commercial Slicer
Jackson Faspray Dishwasher
Whirlpool Freezer
Silverware

NAME OF PERSON RESPONSIBLE FOR CLEANING OF USED KITCHEN EQUIPMENT

***CATERERS: MUST BE APPROVED BY THE TRUSTEE COMMITTEE
BEFORE USE OF KITCHEN AND EQUIPMENT.***

CATERER: _____

PHONE NUMBER: _____

TRUSTEE SIGNATURE: _____

COMMENTS: _____



Bethany Baptist Church
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48035