

BETHANY CHURCH MINISTRIES REQUEST FOR BUILDING & EQUIPMENT

The Trustee Committee Requires That This Form Be Completed AND Approved Before Any Activity Is Placed On The Church Calendar!

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 _____

NUMBER OF PEOPLE EXPECTED AT EVENT _____

LATEST TIME ALLOWED FOR SATURDAY NIGHT ACTIVITY WILL BE 11PM

PERSON RESPONSIBLE FOR BUILDING SECURITY (CHURCH MEMBER) _____

SECURITY:

- **MONITOR UNLOCKED ENTRANCES CONTINUALLY UNTIL 20 MINUTES AFTER START OF EVENT**
- **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.

- 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:** _____

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

OFFICE USE ONLY

Trustee approval _____ Date _____

Reason if not approved _____

Comments _____

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 19700 15 Mile Road Clinton Township MI 48035
586-791-1190**