

NON MEMBERS BUILDING & EQUIPMENT REQUEST

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

ALL CHURCH FACILITIES RESERVED STRICTLY FOR CHURCH ACTIVITIES DURING THE MONTH OF DECEMBER
OUTSIDE GROUP REQUESTS CANNOT BE MADE UNTIL 60 DAYS PRIOR TO EVENT

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 EVENT (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**
- **SECURE (LOCK) BUILDING 20 MINUTES AFTER START OF EVENT (When Possible)**

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.

CHURCH FEES

- SANCTUARY.....\$500
- WESTENBERG\$250* (see back)
- LOWER AUDITORIUM\$75
- OTHER ROOM/FIRESIDE ROOM.....\$50
- TRUSTEE SECURITY.....\$75 (Pay this person separately & directly)
- SOUND ROOM TECHNICIAN.....\$75 (Pay this person separately & directly)
- ORGANIST, PIANIST AND SOLOIST.....(Pay the person you are using separately & directly)

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

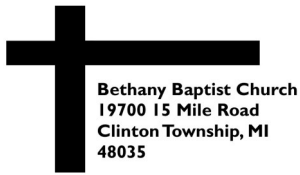
OFFICE USE ONLY

Trustee approval _____ Date _____

Received check for \$ _____ 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

Raetone Refrigerator
 Hotbox
 Silverware

Whirlpool Freezer
 Chafing Trays

NAME OF PERSON RESPONSIBLE FOR CLEANING OF USED KITCHEN EQUIPMENT

***ALL NON-MEMBER FOOD SERVICE IN WESTENBERG HALL MUST BE CATERED.**

*ALL CATERERS MUST BE APPROVED BY THE TRUSTEE COMMITTEE PRIOR TO EVENT.
 THERE WILL BE NO DRINKING OF ALCOHOLIC BEVERAGES OR SMOKING.*

CATERER: _____

PHONE NUMBER: _____

TRUSTEE SIGNATURE: _____

COMMENTS: _____