

## Bethel Event Application Form

The completed form can be emailed to [bethel@brookings.net](mailto:bethel@brookings.net) or dropped off at the Bethel Office.

Name	
Email Address	
Phone Number	
What is the best way to reach you? (phone, email, text message, etc.)	

My event is a... (check one)	
<input type="checkbox"/>	Bethel Member/Bethel Friend Event (Ex. Bible study, shower, personal event put on by a Bethel Member/Friend)
<input type="checkbox"/>	Outside Ministry (Ex. Navigators, FCA, Cru, InterVarsity, etc.)
<input type="checkbox"/>	Other (Ex. Soccer practice, Health Screening, Club events, Businesses, Community, etc.)

Name of Event	
Date of Event	
Time of Event	
Set up Time (if applicable)	
Please Describe the Event (Please include details as to what the event is, what you will need to set up, any special needs, etc.)	
Please describe your sound and/or your visual needs. (Note that we may determine that we need to provide a technician for an additional fee)	

Please check <u>all</u> rooms needed for your event:	
<input type="checkbox"/>	Sanctuary
<input type="checkbox"/>	Nursery
<input type="checkbox"/>	Preschool Room
<input type="checkbox"/>	Classroom (Please describe which one)
<input type="checkbox"/>	Fellowship Café

	Fellowship Café Kitchen (Old Kitchen)
	Youth Room
	Event Center (Gym) Do you need the divider <b>up</b> or <b>down</b> ? (circle one)
	Event Center Kitchen
	Upstairs Classroom (Please describe which one)
	Other (Please describe)

Please initial after reading:

- I have read and agree to the Bethel Building Use Policy.
- I understand that Bethel Ministry Events will receive priority if a scheduling conflict arises.
- I understand that a fee may be collected if this is not a Bethel Ministry event.
- I understand that I am responsible for set up and clean up for my event.

You will be notified as soon as your event is approved via your most preferred contact method.