

Bethlehem United Methodist Church Reservation Request for Use of the Facilities

Policy Changes & Fee Schedule Changes effective January 01, 2018

Member or Non-Member

(Note: Members reserving facilities for groups are responsible for ensuring policy adherence. Fees are applicable with group reservations.)

Requester or Group: _____

Event Purpose: _____

Leader Name: _____ Phone #: _____

Email Address: _____

Contact for this event if different: _____ Phone#: _____

Email Address: _____

Requested Day/Date/Time (Please include time for set-up, time for the event, and clean-up after the event):

Identify the facilities you will be using: Kitchen , Fellowship Hall space , Tables & Chairs ,
Grounds/Outside areas , Other _____

NOTE: You are expected to bring your own paper products for use at your event. If church products are used, you are expected to pay a minimum of \$20 in addition to any other fees.

Is your event open to the community? Yes No

Would you like your event posted in the Church Newsletter Yes No

Will you have any special needs for Heat or AC? _____

Audio or Video? _____

When will the event begin and conclude? _____

Key Arrangements:

Will you need special arrangements for a key to access building? Yes No

If yes, please identify date/time for pick-up at the church office: _____

Key#: _____ Key Returned Date: _____

(Office Hours: Mon – Thursday 8:30 am – 4:30 pm)

PLEASE CONFIRM BY SIGNATURE REVIEW OF THE BETHLEHEM UNITED METHODIST CHURCH POLICY OF USE OF FACILITIES

SIGNATURE

DATE

Effective January 01, 2018 the following changes have been made to the Facilities Usage and Fee Policy for BUMC.

- No non-member weddings. (Member weddings permitted will include members and their family members which includes - children, grandchildren, and parents. MEMBER WEDDINGS REQUIRE \$100 CLEANING DEPOSIT – due before wedding date.)
- Non-member facilities usage options ONLY include – Kitchen and Fellowship Hall.
- Hourly rate charged and hours for set up and clean-up must be included in the time calculated for facility use. Maximum usage is 6 hours.
- Security/Cleaning Deposit is required.

Requested Facilities and/or Rooms	Fees	Office Use Only
A. Cleaning Deposit	\$100.00	
B. *Custodial/Cleaning Fees (If required due to non-cleaning.)		
B1. Fellowship Hall	\$100.00	
B2. Fellowship Hall & Kitchen	\$150.00	
B3. Sanctuary & other facilities (not available to non-members)	\$100.00	
C. Facilities Non-Member Use Fees		
C1. Fellowship Hall	\$75.00 per hour; max hours up to 6 & set-up & clean-up hours MUST be included.	
C2. Fellowship Hall & Kitchen	\$150.00 per hour; max. hours up to 6 & set-up & clean-up MUST be included.	
C3. Sanctuary	NOT AVAILABLE TO NON-MEMBERS	
D. *Paper Goods Fee (If applicable.)	\$20.00 (minimum)	
*Applicable to member’s weddings & non-members, for all reservations		

1. 25% deposit \$ _____

Deposit paid on: _____ Received by: _____

(25% deposit is required from non-church members before the event is placed on our calendar.)

2. The remaining balance of \$ _____ is required four weeks before your event/function.

- A member of the Trustees committee will be assigned to each non-church function.
- If you have any questions, you may contact either your contact or the church office.
- A clean-up checklist will be furnished at the time the reservation is made.
- This checklist must be signed by the Trustee and returned to the church office before any security deposit will be released.

Your Trustee contact is: _____

Phone Number: _____

All submitted requests are subject for final review and approval by the Trustee Committee.

Bethlehem United Methodist Church

P.O. Box 56 Climax, NC 27233

bethumclimax@gmail.com

336-674-0155

Church Office Hours: Monday – Thursday 8:30AM-4:30PM