

# BETHEL CHURCH BUILDING USE REQUEST FORM

1310 Farmers Loop Road | P.O. Box 83889, Fairbanks, AK 99708 | (907) 479-4380

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**Event** \_\_\_\_\_ **Number of Participants** \_\_\_\_\_

Description of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

## Contact Person #1

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Contact Person #2

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Does someone at this event attend Bethel?  Yes  No

Bethel attender who will be present: \_\_\_\_\_

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## **Space and Furniture Needed:**

- |  |  |
|--|--|
| <input type="checkbox"/> Auditorium  | <input type="checkbox"/> Audio/Video/Tech (Fee \$100 for up to 5 hours)                          |
| <input type="checkbox"/> Foyer   | <input type="checkbox"/> Piano (If you plan to move the piano, there will be a \$180 tuning fee) |
| <input type="checkbox"/> Nursery   | <input type="checkbox"/> Round Tables (5ft): <i>how many?</i> _____                              |
| <input type="checkbox"/> Kitchen - <i>coffee maker for Bethel ministry events only</i> | <input type="checkbox"/> Rectangle Tables (8ft): <i>how many?</i> _____                          |
| <input type="checkbox"/> Church Grounds - <i>specify area in comments below</i>        | <input type="checkbox"/> Rectangle Tables (6ft): <i>how many?</i> _____                          |
| <input type="checkbox"/> Classroom(s)  | <input type="checkbox"/> Tablecloths - <i>Members only or by special permission</i>              |
| <i>List of Classroom(s)</i> _____  | Rectangle or Round? _____ <i>How Many?</i> _____   |
| _____  | <input type="checkbox"/> _____   |
| _____  |  |

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A \$300.00 deposit is required. We will supply you with a facilities use packet with all of the information you will need to clean up and reset the church after your event. Failure clean and reset church or damage incurred to the facility (including use of thumb tacks, nails, staples etc. in the walls: *you may use removable adhesive hooks or masking tape*) or property therein may result in loss of the deposit and/or additional charges as necessary for replacement/cleaning costs. If the church is found in good order, your deposit check will be shredded, unless you otherwise instruct us.

Signature \_\_\_\_\_ Date \_\_\_\_\_