BETHANY PRESBYTERIAN CHURCH APPLICATION FOR USE OF CHURCH FACILITIES

741 NW 4th STREET, GRANTS PASS, OR 97526 PHONE 541-476-3684 rperry@bethanypresgp.org

DATE OF APPL	ICATION:						
NAME OF ORG	GANIZATION:						
ADDRESS PH	HONE:						
GROUP REPRE	SENTATIVE:		EMAIL:				
REQUESTED DA	ATE(S)		TIME:	A.M. to	P.M.		
				P.M. to	P.M.		
SPECIAL COND	OITIONS:						
Facility Dag	ru o at a d		One Time Hee	N.A			
	quested (capac	city)	One-Time Use	<u>Multi Use</u>			
Fireside Room	• •		\$ 40.00	\$20.00			
Bethany Hous	e (96-120)		\$ 80.00	\$40.00			
Library (8-10)			\$ 15.00	\$10.00			
Kitchen			\$ 10.00	\$10.00			
arge Upstairs	Lounge (25)		\$ 30.00	\$15.00			
Small Upstairs	Lounge (10)		\$ 25.00	\$10.00			
Sanctuary (cor	ncerts, wedding	gs, etc.)	\$250.00				
Sanctuary (ref	nearsal)		\$ 25.00				
Narthex			\$ 30.00				
NOTE: Where n	nore than one ro	om is used, the cha	arge will be the sum for all room	15.			
BPC Custodian: BPC Sound Systo Total ch All fees	em Operator narges for above are due IN ADVA	\$ to be pa \$ to be pa facilities use reque NCE, one week pri	or to facility uso				
conditions, and organization. A obligation of an	I assume full res dditionally, the u y kind or nature ny person while o	ponsibility. I am ausers shall complete whatsoever arising	uthorized to make this application of the state of the st	on on behalf of the above ne church from any liability or claimed, suffered by or	or any ralleged to		
		Signed:		Date:			
•••••	• • • • • • • • • • • • • • • • • • • •			•••••	• • • • • • • • • • • • • • • • • • • •		
OR CHURCH U	SE ONLY: (Calenc	lar cleared, and ap	propriate authority contacted)				
Approved:	Date:	By:					
Denied:	Date:	Rv.					

CONDITIONS OF USE OF CHURCH FACILITIES

- 1. Use of Church facilities under this application shall be entirely at the risk of the applicant. Applicant shall provide a Certificate of Insurance naming Bethany Presbyterian Church as an additional Insured with the Additional Insured Endorsement, with a liability of \$1,000,000. (This Certificate can be provided by an individual homeowner's or rental policy, or by a General Liability policy, or obtained on various websites such as www.theeventhelper.com or www.insurevents.com.)
- 2. Misuse or abuse of Church property shall be grounds for denial of future use.
- 3. The applicant shall be responsible for the cost of repair or replacement of any damage or loss of Church property, clearly caused by its use of such property.
- 4. **NO ALCOHOLIC BEVERAGES or OTHER CONTROLLED SUBSTANCES** of any type shall be permitted on Church property.
- 5. **NO SMOKING, VAPING** on church property.
- 6. Scheduled use of Church facilities by non-Bethany groups may be canceled upon 30 days' prior notice, if the facility is required by a Bethany Church Group. Alternate facilities will be provided if possible.
- 7. When leaving, check and lock windows, turn off lights, and check and lock all doors.
- 8. All tables and chairs shall be put away after use, making sure that they do not damage the walls.
- 9. Failure to return a key makes your group liable for expense of changing locks, in addition to loss of deposit. Key must be returned in person to the Church Office (during office hours), or other arrangements are to be made.
- 10. **CLEANING:** There is a \$25.00 refundable fee charged to groups using the building to ensure that premises are left clean. If there is a clean-up required the group will be charged an hourly rate (\$15.00), plus supplies, to return the facility to original condition by the Bethany custodian.
- 11. Church Facilities cannot be used for political, controversial or secret activities.
- 12. Applicants shall use only those facilities described in the application and approved by Session. The telephone should be used for emergency calls only.
- 13. Applicants shall provide adequate adult supervision of children. There shall be no running up and down stairs or in the hallways. Other groups may be using the facility also, and this would be distracting and could be dangerous.

DEPOSITS Cleaning (\$25.00)		RECEIVED			
Key (\$20.00)					
	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	•••••	
TOTAL FEE CHARGED FOR					
(INCLUDING DEPOSIT(S) II	F APPLICABLE)				
PAID BY CASH		СНЕСК		(#)
TERMS ACCEPTED BY:				DATE:	
	(Group Re	presentative Signature)			
APPROVED (Calendar Cleared) BY:				Date:	
•	,	(Church Administrator)			
Facility Use	BY:			Date:	
	(Bui	lding & Grounds/Sessio	n)		
DENIED:	BY:		Date:		