

BETHLEHEM CHRISTIAN CHURCH
GUIDELINES & RESTRICTIONS FOR USE OF THE SANCTUARY, EDUCATION WING,
FELLOWSHIP HALL, PICNIC AREA / PLAYGROUND.
FOR NON-CHURCH-SPONSORED EVENTS – FOR MEMBERS & NON-MEMBERS
EFFECTIVE JANUARY 1, 2016

Bethlehem Christian Church property shall not be available to the public for wedding ceremonies or receptions. Any request for use of the property for any wedding ceremony or reception shall be evaluated on a case-by-case basis.

Any marriage begun by such a ceremony or celebrated by such a reception must be a Biblical marriage, Conforming to Genesis 2:24 as proclaimed by Jesus Christ in Matthew 19:4, 5.

The Board of Trustees has designated the church custodian to represent Bethlehem. Meetings and transactions may take place at mutually agreed upon times and places. Reservations may not conflict with usual and customary church activities or prior reservations. Reservations and fees are required for any event date and for decorating days. All fees must be received and this document must be signed 30 days in advance of the date(s) requested. Failure to comply will result in forfeiture of the requested reservations.

WHO & WHAT			
Reserved By *	Home Phone:	Work Phone:	Event Description ***
	Email address:		
Responsible Active Member **	Home Phone:	Work Phone:	Contact Information Custodian: 336-584-0014 Office: 336-584-8939 Office: bcc@triad.twcbc.com
	Email address:		

WHEN			
Event Date (Wedding day, birthday etc.)		Date this Form was Completed and Signed	
Date(s) Reserved – Sanctuary/Education Wing		Deadline for Orientation and Walk-Through, One month prior to event	
Date(s) Reserved – Fellowship Hall		Deadline for checks #1 & #2 One month prior to event	
Date(s) Reserved – Picnic Area and Playground		Deadline for check #3 Two weeks prior to event	

FEES	
CHECK #1 – Make Payable to Bethlehem Christian Church	
Non-Active-Member Event Fee - \$300 Per Building and/or Area Per Day ****	\$
CHECK #2 – Make Payable to Bethlehem Christian Church	
Cleaning/Damage Deposit - \$100 Per Building and/or Area *****	\$
CHECK #3 – For Sanctuary Events – Make Payable to Kevin Burke	
Authorized Sound Engineer Fee - \$100 – To Schedule, Call Kevin Burke at 336-584-4114 Cell 336-260-4907	\$

KEYS	
YES	“Responsible Active Member” will need a key to the buildings *****
NO	The key may be obtained up to one week prior to the event. Return the key to the Trustees Key Drop Box <u>on the last exit from the buildings and prior to the custodian’s inspection. Note the location during the orientation/walk-through.</u>
YES	“Responsible Active Member” will need a key to the sanctuary organ *****
NO	The key may be obtained up to one week prior to the event. Return the key to the Trustees Key Drop Box <u>on the last exit from the buildings and prior to the custodian’s inspection. Note the location during the orientation/walk-through.</u>

- * Name the person or group who wants to reserve the facilities, not the sponsoring/responsible active member.
- ** Name the Bethlehem active member who will be responsible for the event, property and cleanup following the event.
- *** A wedding, other – Bethlehem minister must approve pulpit usage
- **** This fee applies when “Reserved by” is not an active Bethlehem member or a child (including natural, adopted, step-, foster-, or grand-) of an active Bethlehem member. Each Building; Sanctuary, Education Wing, Fellowship Hall and the picnic area / playground are separate transactions. Example: Sanctuary, Education Wing, Fellowship Hall for 2 days would cost \$1,800.00. Reservations may not exceed three days. This is a fee, not a deposit.
- ***** We will refund Cleaning/Damage Deposit if facilities and items used are clean and undamaged and all items are in their proper places following a thorough inspection by the church custodian. Your responsibility for damage repairs and/or replacement will equal our invoice cost. It may exceed the amount of the deposit.
- ***** Don’t leave buildings or the organ unlocked and unattended at any time.

I. AVAILABLE WEDDING DECORATIONS & FACILITIES

- A. We have two seven-tier candelabras. All wax needs to be removed after the event.
- B. We have glass globes with wooden bases for window decoration. They hold regular-size 10 or 12” candles. All wax needs to be removed after the event.
- C. We have four fern stands.
- D. We do not have a kneeling bench or a unity candle.
- E. You may use the Parlor as a dressing room for the bride and bridesmaids.

II. LIABILITY CONSIDERATIONS

The active member who is responsible for the event must agree to and sign this document. In doing so, the active member agrees to comply with church requirements listed herein.

III. DOCUMENT

- A. FOR SANCTUARY / EDUCATION WING RESERVATION ONLY
Pages 6, 7 & 8 are irrelevant. Don't print them.
- B. FOR FELLOWSHIP HALL RESERVATION ONLY
Pages 4, 5 & 8 are irrelevant. Don't print them.
- C. FOR PICNIC SHELTER / PLAYGROUND RESERVATION ONLY
Pages 4, 5, 6 & 7 are irrelevant. Don't print them.
- D. Interested persons may receive a copy in advance so they may familiarize themselves with it.
- E. Two identical copies will be produced, one for the responsible active member and one for the church custodian.
- F. The church custodian shall witness the signature.
- G. This document supersedes two documents. Use this document without changes. Contact the Board of Trustees to request or suggest permanent changes.
- H. Trustee changes must be consistent with the remainder of the document.

IV. CONCERNS AND COMPLAINTS

- A. The church custodian is in charge of reservations.
- B. No one should assume that a history of reservations on a certain date in previous years entitles them to exclusive use of the facilities on that date in a subsequent year. The full reservation process must be repeated each year. Reservations may be made up to one year in advance of the desired date. The trustee board must approve any reservation requests farther in advance than one year.
- C. Sanctuary, Education wing, Fellowship hall, Picnic shelter, Playground and Playground equipment:
The chairman of the Board of Trustees handles concerns, problems or complaints. He or someone he designates may handle reservations if the church custodian will be unavailable for an extended period.

GENERAL RULES THROUGHOUT THE RESERVATION PERIOD

CHECK	TASK	TASK DELEGATED TO
	Orientation Walk-through - Agree on a time with the church custodian. If you need keys, note the location of the Trustees Key Drop Box.	Responsible Active Member
	Don't underestimate the size of your task. Although you remain the responsible active member, enlist the help of up to six volunteers. Meet with them, assign tasks, use the "Task Delegated To" column, photocopy and share copies with them.	Responsible Active Member
	Refer often to the deadlines on Page #1. In order to hold your event, pay fees in full by deadline dates.	Responsible Active Member
	<u>Food and beverages are not allowed in the sanctuary and education wing.</u> If you have reserved the fellowship hall, you may use it for food and drink. Of course, you may have food and drink outside.	Responsible Active Member
	Buildings must not be unlocked and unattended. Lock all doors before leaving.	Responsible Active Member
	Leave the organ closed and locked when not in use.	Responsible Active Member
	We don't lend tables, chairs and other church property.	Responsible Active Member
	Only authorized persons may use the PA system and other electronic equipment.	Responsible Active Member
	No Alcoholic Beverages	Responsible Active Member
	No Dancing	Responsible Active Member
	No Smoking inside	Responsible Active Member
	No Pets or Animals (We welcome trained dogs that accompany and assist the vision impaired.)	Responsible Active Member
	No Profanity	Responsible Active Member
	Modest dress required	Responsible Active Member
	Supervise all persons in your party	Responsible Active Member
	Supervise safety. Make sure that your party performs activities safely.	Responsible Active Member
x	For your convenience, we have left empty rows on checklists to use as you wish.	Board of Trustees
	Following your event, please share your feedback with the Chairman of the Board of Trustees so we can make the experience more pleasant for future occasions and so we may improve this checklist.	Responsible Active Member
	Profit making activities, where the operator retains the funds, are prohibited. Fundraising activities, in which profits are donated for a stated charitable purpose, are permitted if approved by the Trustees in advance.	Responsible Active Member

PRIOR TO A SANCTUARY / EDUCATION WING EVENT

CHECK	TASK	TASK DELEGATED TO
	Do not place flowers or other items on the organ console or the piano.	
	<u>Food and beverages are not allowed in the sanctuary and education wing.</u> If you have reserved the fellowship hall, you may use it for food and drink. Of course, you may have food and drink outside.	
	Heating and air conditioning have electronic controls. Contact the custodian if you have temperature concerns. Kevin Burke may assist you if he is present. Plan ahead. The temperature cannot be changed quickly.	
	We prefer gas candles. If you use wax candles, use plastic or available carpet under them.	
	Do not use tacks, pins, scotch tape, masking tape or glue to fasten decorations to the church furnishings.	

DURING A SANCTUARY / EDUCATION WING EVENT

CHECK	TASK	TASK DELEGATED TO
	Don't use rice at weddings. Don't use loose birdseed or glitter.	
	<u>Food and beverages are not allowed in the sanctuary and education wing.</u> If you have reserved the fellowship hall, you may use it for food and drink. Of course, you may have food and drink outside.	
	Heating and air conditioning have electronic controls. Contact the custodian if you have temperature concerns. Kevin Burke may assist you if he is present. Plan ahead; the temperature cannot be changed quickly.	

FOLLOWING A SANCTUARY / EDUCATION WING EVENT

CHECK	TASK	TASK DELEGATED TO
	Remove rented decorations from the building immediately following the event. The sanctuary/education wing must be ready for Sunday morning services when you leave.	
	Vacuum the sanctuary, vestibule, main hallway, parlor and classrooms that you used. We store the vacuum cleaner in the vestibule closet.	
	Collect abandoned programs and items from the pews and floor.	
	Empty the trashcans from the parlor, bathrooms and other event rooms. Place new trash bags in each. Place trash in the dumpster behind the Fellowship Hall. Break down cardboard.	
	Food and beverages are not allowed in the sanctuary and education wing. If you have reserved the fellowship hall, you may use it for food and drink. Of course, you may have food and drink outside.	
	Clean restrooms. Ensure that all commodes are flushed and water has stopped running.	
	Turn off all lights before you leave, including lights in rest rooms, parlor, and other classrooms that you used.	
	Decorations, including the two seven-tier candelabras, carpet remnants (rolled and tied with carpet side out), glass globes and fern stands must be clean and stored properly.	
	Don't use rice at weddings. Do not use loose birdseed inside or glitter.	
	Turn off the organ, lock it and leave the key in the Trustees Key Drop Box.	
	Turn off the lights, lock all doors and leave the key in the Trustees Key Drop Box.	
	If you have moved tables, chairs or other furnishings, return them to their original condition and location.	
	Inspect all grounds, including cemetery and neighboring property. Pick up your trash and place it in the dumpster.	
	Make sure that you and your group has not created unsafe conditions.	

PRIOR TO A FELLOWSHIP HALL EVENT

CHECK	TASK	TASK DELEGATED TO
	Do not use tacks, pins, scotch tape, masking tape or glue to fasten decorations to the church furnishings.	
	Active <u>members</u> may use kitchen utensils, pots, pans, plates, cups, glasses, etc. Active <u>members</u> : wash, dry and properly store them.	
	Heating and air conditioning has electronic controls. Adjust them as needed. Kevin Burke may assist you if he is present. Plan ahead. The temperature cannot be changed quickly.	
	Make sure that you and your group does not create unsafe conditions.	
	If you need additional table and chairs BEFORE the event, let the custodian know so that they can show you where they are before the event.	
	Do not drag tables on the floor.	
	If you use any papers goods from the fellowship hall, you MUST reimburse the church. Contact the custodian for details.	

DURING A FELLOWSHIP HALL EVENT

CHECK	TASK	TASK DELEGATED TO
	Active <u>members</u> may use kitchen utensils, pots, pans, plates, cups, glasses, etc. Active <u>members</u> : wash, dry and properly store them.	
	Heating and air conditioning has electronic controls. Adjust them as needed. Kevin Burke may assist you if he is present. Plan ahead. The temperature cannot be changed quickly.	

FOLLOWING A FELLOWSHIP HALL EVENT

CHECK	TASK	TASK DELEGATED TO
	Remove rented decorations from the fellowship hall immediately following the event. The building must be ready for Sunday morning services when you leave.	
	Unless otherwise instructed, leave out all existing tables and chairs you have used. Do not remove from fellowship hall floor.	
	Vacuum the stage to the extent it was used.	
	Empty all trashcans, including those in bathrooms and other rooms that you used. Place new trash bags in each. Place trash in the dumpster behind the Fellowship Hall. Break down cardboard.	
	To the extent that you have used them, sweep (we have large push brooms) and dust mop the fellowship hall, wet mop kitchen floors and bathrooms. Don't use your own soap on the floor. Contact the church custodian or use water only.	
	Flush unflushed commodes in both bathrooms. Make sure all water has stopped running. Clean and mop bathrooms. Turn off lights and exhaust fans.	
	Active members may use kitchen utensils, pots, pans, plates, cups, glasses, etc. Active members: wash, dry and properly store them.	
	Clean, pack and return church decorations and items to designated storage locations.	
	Heating and air conditioning have electronic controls. Kevin Burke may assist you if he is present. Return thermostats to the original settings on departure.	
	Before you leave, turn off all lights including those in the kitchen, rest rooms, closets, stage, the attic area along with bathroom and kitchen exhaust fans.	
	On your last exit, close all closet doors, and lock all doors and leave the key in the Trustees Key Drop Box.	
	Inspect all grounds, including cemetery and neighboring property. Pick up your trash and place it in the dumpster.	
	Make sure that you and your group has not created unsafe conditions.	

THROUGHOUT A PICNIC SHELTER / PLAYGROUND EVENT

CHECK	TASK	TASK DELEGATED TO
	The Board of Trustees must approve the use of playground equipment. If you want to use it, let the custodian know.	Responsible Active Member
	Make sure that you and your group does not create unsafe conditions.	Responsible Active Member

FOLLOWING A PICNIC SHELTER / PLAYGROUND EVENT

CHECK	TASK	TASK DELEGATED TO
	Inspect the grounds, including neighboring property. Pick up your trash and place it in the dumpster.	
	Turn off lights, including those in the bathroom, along with bathroom exhaust fans.	
	Clean the tables. If you have moved tables, return them to their prior location.	
	Sweep, mop or hose down the shelter floor as needed.	
	Empty all trashcans, including those in bathrooms. Place new trash bags in each. Place trash in the dumpster behind the Fellowship Hall. Break down cardboard.	
	Flush un-flushed commode in bathroom. Make sure all water has stopped running. Clean bathroom.	
	<u>Extinguish grill fires with water.</u> Clean the grills and ground around grills.	
	On your last exit, lock all doors and leave the key in the Trustees Key Drop Box.	
	Immediately following your event, remove your decorations and personal property.	

Date: _____

I, _____, the Responsible Active Member, agree to provide supervision for the entire time of this use of the Bethlehem Christian Church facilities, make sure all fees are paid prior to deadlines, be responsible for returning keys used by deadlines, report damage to the church property, arrange to reimburse the church for repairs or replacements required, enforce the church's policies and procedures regarding property use and cleaning as stated herein, and return the facility to its original state prior to my use. By signing this form, I affirm that I am an active member of Bethlehem Christian Church. If I become unable to attend the event I, or the event holder, shall obtain the written agreement of another responsible active member. If the event holder is unable to obtain a replacement member, the event holder shall contact the church custodian as soon as possible.

If the event holder is not paying a rental fee, he or she has been informed that the church suggests a donation of five dollars (\$5) per reserved building per hour of reservation to defray the church's utility costs.

Reserved For (print name) _____

Responsible Active Member (signature) _____

Dates of Use: _____

Witnessed By (signature) _____
Church Custodian or Person Designated by the Chairman, Board of Trustees