

BETHANY PRESBYTERIAN CHURCH
APPLICATION FOR USE OF CHURCH FACILITIES

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

DATE OF APPLICATION: _____
NAME OF ORGANIZATION: _____
ADDRESS: _____
PHONE: _____
GROUP REPRESENTATIVE: _____ EMAIL: _____
PURPOSE OF USE: _____

Event Details

☐ **Recurring Use**

Start Date: _____ End Date: _____ Expected Attendance: _____
Arrival Time: _____ ☐ am ☐ pm Event Begins: _____ ☐ am ☐ pm Event Ends: _____ ☐ am ☐ pm

☐ **Single Use**

Start Date: _____ End Date: _____ Expected Attendance: _____
Arrival Time: _____ ☐ am ☐ pm Event Begins: _____ ☐ am ☐ pm Event Ends: _____ ☐ am ☐ pm

Space Requested

- | | |
|---|--|
| ☐ Fireside Room (capacity 75) | ☐ Large Upstairs Lounge (capacity 25) |
| ☐ Bethany House (capacity 96-120) | ☐ Small Upstairs Lounge (capacity 10) |
| ☐ Library (capacity 8-10) | ☐ Sanctuary (concerts, weddings, etc.) |
| ☐ Large Kitchen | ☐ Sanctuary (rehearsal) |
| ☐ Narthex | ☐ Office Space |
| ☐ Parking Lot | ☐ Other _____ |

NOTE: Where more than one room is used, the charge will be the sum for all rooms. There is no elevator on site.

Equipment Needed

- | | |
|--|---|
| ☐ Tables | ☐ Kitchen Equipment |
| ☐ Chairs | ☐ Sound System (additional fee) |
| ☐ Piano/Keyboard | ☐ Other _____ |

ADDITIONAL FEES: (Optional, depending on needs of group and/or requirement of Session)

BPC Custodian: \$ _____ to be paid to _____
BPC Sound System Operator: \$ _____ to be paid to _____

All fees are due IN ADVANCE, one week prior to facility use.

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I have read the CONDITIONS FOR USE OF CHURCH FACILITIES on the back of this page and agree to all terms and conditions, and I assume full responsibility. I am authorized to make this application on behalf of the above organization. Additionally, the users shall completely protect and hold harmless the church from any liability or any obligation of any kind or nature whatsoever arising from any injury or injuries, real or claimed, suffered by or alleged to have been by any person while on the premises by the user, including but not limited to such attorney fees or other costs or expenses.

Signed: _____ Date: _____

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FOR CHURCH USE ONLY: (Calendar cleared, and appropriate authority contacted)

Approved: _____ Date: _____ By: _____
Denied: _____ Date: _____ By: _____

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 (\$25.00), 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 RECEIVED DATE RETURNED DATE

Cleaning (\$25.00) _____

Key (\$20.00) _____

TOTAL FEE CHARGED FOR FACILITIES: _____
(INCLUDING DEPOSIT(S) IF APPLICABLE)

PAID BY CASH _____ CHECK _____ (# _____)

TERMS ACCEPTED BY: _____ DATE: _____
(Group Representative Signature)

APPROVED (Calendar Cleared) BY: _____ Date: _____
(Church Administrator)

Facility Use BY: _____ Date: _____
(Building & Grounds/Session)

DENIED: BY: _____ Date: _____