

BETHLEHEM CHRISTIAN CHURCH

GUIDELINES & RESTRICTIONS FOR USE OF THE SANCTUARY/EDUCATION WING, FELLOWSHIP HALL, PICNIC/PLAYGROUND.

FOR NON-CHURCH-SPONSORED EVENTS – FOR MEMBERS & NON-MEMBERS

EFFECTIVE JANUARY 1, 2025

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. No Same sex marriages. The Board of Trustees is designated 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 Voting Member **	Home Phone:	Work Phone:	Trustee Contact Information Glenda Whitesell: 336-584-0014
	Email address:		

WHEN	
Event Date (wedding day, etc.)	Date this form was completed and signed
Date(s) Reserved – Sanctuary/Education Wing	Deadline for Orientation / Walk-Through One month prior
Date(s) Reserved – Fellowship Hall	Deadline for checks #1 #2 & #4 One month prior
Date(s) Reserved – Picnic/Playground	Deadline for check #3 Two weeks prior

FEES	
CHECK #1 – Make Payable to Bethlehem Christian Church	
Non-Active Voting Member or Non-Member Event Fee - \$300 Per Building and/or Area <u>Per Day</u> ****	\$
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	\$
CHECK #4 – Make Payable to Bethlehem Christian Church	
Active Voting Member Event Fee - \$100 Per Building and/or Area <u>Per Day</u> ****	\$

KEYS	
YES NO	Need a key to the buildings ***** 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 trustee's inspection.</u> Note the location during the orientation/walk-through.

- * Name the person or group who wants to reserve facilities.
- ** Bethlehem Active Voting Member who will be responsible for the event, property and clean up.
- *** A wedding, other – Bethlehem minister must approve pulpit usage.
- **** This fee is a reimbursement to Bethlehem for a facility use. It applies when “Reserved by” is; 1) a Non-Member or 2) an Active or a Non-active Voting member or a child of one (including natural, adopted, step-, foster-, or grand-). Reservations may not exceed three days. This is not a deposit, and will not be refunded. Active Voting Member shall be a Bethlehem member who attends a Sunday morning worship service at least once a quarter.
- ***** 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 trustees. 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 unlocked and unattended at any time.

CONCERNS AND COMPLAINTS The church's designated trustee is in charge of reservations. The church's designated trustee handles any concerns, problems or complaints. 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. Any reservation requests farther in advance than one year must be approved by the trustee board.

GENERAL RULES THROUGHOUT THE RESERVATION PERIOD

CHECK	TASK
	Orientation Walk-through - If you need keys, note the location of the Trustees Key Drop Box.
	Buildings must not be unlocked and unattended. Turn out all lights, lock all doors before leaving.
	We don't lend tables, chairs and other church property.
	No Alcoholic Beverages, No Dancing, No Smoking, No Profanity
	No Pets or Animals (We welcome trained service dogs that accompany and assist the vision impaired.)
	Modest dress required
	Supervise Children and all safety during the event.
	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.

FELLOWSHIP HALL EVENT

CHECK	TASK
	Do not use tacks, pins, scotch tape, masking tape or glue to fasten decorations to the church furnishings.
	If you use church utensils, pots, pans, plates, cups, glasses, etc. Wash, dry and properly store them.
	Heating and air conditioning has electronic controls. Read the sign at the thermostat and set accordingly. Plan ahead. The temperature cannot be changed quickly.
	Make sure that you and your group do not create unsafe conditions.
	Use only the three doors that directly accesses the fellowship hall. The breezeway, the kitchen and the stage side door (cemetery side of building).

FOLLOWING A FELLOWSHIP HALL EVENT

CHECK	TASK
	Unless otherwise instructed, leave out all existing tables and chairs as you found them. If you set up additional tables and chairs, return them to their storage area. Do not remove from fellowship hall. If the table covers are not soiled or torn, wipe them off with a damp cloth and leave them in place on the table.
	Vacuum the stage to the extent it was used.
	Empty all trash cans, including those in bathrooms and kitchen (nursery if used). Place new trash bags in each. Place trash in the dumpster behind the Fellowship Hall. Break down cardboard.
	Sweep and mop, there is a large push broom and wet mop (Left side closet of stage) wet mop kitchen floors and bathrooms. Use hot water with Clorox (In kitchen under sink).
	Flush unflushed commodes in all bathrooms. Make sure all water has stopped running. Clean and mop bathrooms. Turn off all lights and exhaust fans.
	Before you leave, turn off all lights including those in the kitchen, rest rooms, closets, stage, the attic area (over breezeway entrance) along with bathroom and kitchen exhaust fans.
	On your last exit, check, close and lock all doors, especially the two outside doors at the end of both hallways (Parsonage side of building) and leave the key in the Trustees Key Drop Box in the designated location.
	Inspect all grounds, including cemetery and neighboring property. Pick up your trash and place it in the dumpster behind the fellowship hall.

SANCTUARY/EDUCATION WING EVENT

CHECK	TASK
	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 church's designated trustee if you have temperature concerns. Plan ahead. The temperature cannot be changed quickly.
	We prefer gas candles. If you use wax candles, place a protective lining under them.
	Do not use tacks, pins, scotch tape, masking tape or glue to fasten decorations to the church furnishings.
	Don't use rice at weddings. Don't use loose birdseed inside or glitter.

FOLLOWING A SANCTUARY/EDUCATION WING EVENT

CHECK	TASK
	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.
	Clean restrooms. Ensure that all commodes are flushed and water has stopped running. Clean bathrooms as needed.
	Turn off the lights including lights in rest rooms, parlor, and other classrooms that you used, 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 behind the fellowship hall.

PICNIC SHELTER/PLAYGROUND EVENT

CHECK	TASK
	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. Do not move the picnic tables. 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 lock gate and leave the key in the Trustees Key Drop Box at the predetermined location.
	Immediately following your event, remove your decorations and personal property.

Date: _____

I, _____, by signing this form as the

Responsible Active Voting Member, I 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 of the church property to the church's designated trustee, 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.

If I become unable to attend the event:

- 1- I shall contact the church's designated trustee as soon as possible.
- 2- I shall obtain the written agreement of a responsible active member.
- 3- If no active member can be obtained, contact church's designated trustee.

Responsible Active Voting Member (signature) _____

Dates of Use: _____ Times: _____

Witnessed By (signature) _____

Person Designated by the Chairman, Board of Trustees