

Bethany Presbyterian Church is a very active and vital part of the surrounding communities. The primary function of the Church and its facilities is that of a place of worship and spiritual edification for the community and a center for the spreading of God's word throughout the world.

The facilities of the Church may be made available to church members and *non-commercial, non-profit organizations* for the civic, cultural and educational activities of the communities which we serve, providing that the function is consistent with the ethical and moral tenets of the Church. These guidelines have been developed so that Bethany Presbyterian Church may minister to the community by making our facilities available to non-profit outside organizations.

The facilities of the Church shall be made available first, without cost, for the work of Bethany Presbyterian Church, and its affiliated organizations. Outside organizations will not be assigned any areas of the facility which are normally scheduled for affiliated Church groups or activities.

All requests for the use of Church facilities must be directed to the Facility Supervisor, who has the authority to grant or deny permission based on these guidelines. Should the supervisor find it necessary to have any application reviewed further, it will be given to the Property Team for review. The Property Team will then grant or deny permission. Applications and requests for any facility use must be received no less than four weeks prior to the requested date of an event. Questions or special interpretations may be referred to the Facility Supervisor. Last minute requests will be reviewed by the supervisor.

## I. Application and Conditions

A.

Please apply online at the church web site. No third party requests will be accepted.

B.

All applications must be submitted at least four (4) weeks prior to the function.

C.

After the application has been reviewed, an email or phone call will be sent to the person making the request with notification of approval or rejection.

D.

A certificate of liability insurance is required from all outside organizations and must be sent to the church office prior to full acceptance of the application. No application will be considered approved until and unless we receive a certificate of liability.

E.

Only the rooms, equipment and specified times on the application may be used by the group.

F.

Church facilities are not normally available to Non-Church groups on Saturday or Sunday.

G.

Church facilities are available to active church members and their immediate families for bridal showers, baby showers, birthday parties, confirmation parties, or graduation parties.

H.

The Bethany Room may be scheduled for active church member adult events. These requests will be reviewed by the Property Team.

I.

Alcoholic beverages, use of tobacco products, raffles or other unauthorized fund raisers are strictly prohibited! Any outside organization wishing to hold a fund raising activity at the church must receive prior approval from the Property Team before any application for facility use can be approved. Fund raising requests must be submitted in writing to the Property Team. Please contact the Facility Supervisor for further information, 412-221-5132 ext. 207.

J.

Any group of young people under the age of 18 must be accompanied by an appropriate number of adults who will assume responsibility for the group and Church facilities.

K.

The Church reserves the right to cancel any approved application whenever an essential Church activity, which could not be anticipated, requires a specific room(s), or where it

becomes evident that the requesting group has become abusive to the privileges given with the use of the Church facilities or violates the Facility Utilization and Guidelines Agreement.

## II. Services of the Church

A.

Our Custodians will have the requested room(s) available as required at the scheduled time. Setup of the assigned room(s) is the responsibility of your organization. The only room(s) that your organization may request a specific set up is the Great Room or Fellowship Hall.

Please use the enclosed *Room Set-up Form* to indicate any special setup requirements or any Audio / Visual equipment needs. Audio / Visual equipment may be available and is scheduled on a First-Come First Served Basis.

B.

If it becomes necessary to change the position of furniture in the meeting room(s), the furniture *must* be returned to the same arrangement as found.

C.

Thermostats are not to be adjusted.

D.

Personal property may be stored at the owner's risk and only with the permission of the Facility Supervisor or the Property Team.

E.

The organization using the space is responsible for closing windows following use and disposing of any trash and garbage. Any beverage spills must be reported to the custodians as soon as possible.

F. Groups must vacate the church by 10:00 p.m. unless special arrangements have been made.

G.

When the group is leaving all lights are to be turned off.

### III. Use of Kitchen

A.

If your organization has been approved for use of the kitchen, your organization will normally be allowed to use the kitchen for the storing and serving of food only. To qualify for cooking or food preparation, your organization must make arrangements to have a Certified Food Handler on site the entire time that food is being cooked or prepared. To obtain permission to cook or prepare food your organization must submit the Certified Food Handlers' name along with the copies of their certification with the application. Failure to submit this information with the application will result in a delay in processing the request.

B.

Supplies - All groups are responsible for bringing their own supplies such as coffee, paper plates cups, plastic utensils, etc. Under no circumstances will any group or organization be permitted to use any church supplies, dinner plates or other dinner ware, serving dishes, etc.

Everyone may make use of serving spoons, etc. and therefore will be responsible for the proper cleaning and drying of any serving utensils that are used.

C.

Groups and organizations will be responsible for cleaning any area(s) of the kitchen that are used. Failure to clean up after use will result in the inability to schedule future events at our facility.

## IV. Care of Facilities

A.

All organizations will be held liable for any damage to the building, furniture and equipment while being used by the scheduled organization.

B.

The supervisor, custodians and other church *staff* shall have the authority to expel any individual or group who is abusing the privileges granted to them by the church.

C.

Posters, decorations and any other displays shall be permitted only with prior permission of the church. All posters, decorations and any other displays shall be completely removed at the close of the event. Nothing is to be attached to the walls in any way without permission by the supervisor.

D.

If the kitchen is requested, read and follow the kitchen cleanup checklist.

## V. Contributions

A.

Bethany Presbyterian Church has established a schedule of suggested contributions which are used to offset the costs of equipment, utilities and custodial services and do not reflect a rental of our facility.

Contributions are requested from all non-affiliated, outside organizations and from all persons who have requested private parties such as bridal showers, baby showers, birthday parties, graduation parties, or other private events. All contributions for the use of the facilities are to be forwarded to the Church Finance Office prior to the event. Checks are to be made payable to *Bethany Presbyterian Church*.

**Suggested Contribution Schedule      Outside Organizatio/Active Church Member**

Classroom	\$30/\$15
Fellowship Hall-Welcome Center-Bethany Room	\$50/\$25 per room
Great Room-Kitchen	\$100/\$50 per room
A/V Equipment	additional