



CHURCH FACILITIES RENTAL

APPLICATION & AGREEMENT FOR NON-MINISTRY RELATED EVENTS

Name of Group/Committee: _____ Email: _____

Name of Contact Person: _____ Phone: _____

Do you have insurance to cover your event? ____ Policy Name: _____

Policy Number: _____ Policy Coverage: _____

We the above named group/committee, agree to the following terms for rental of the church facilities, Bethesda Pentecostal Church.

1. Rental Period: From: _____ (date) _____ (time)
To: _____ (date) _____ (time)

2. Rental Amount: \$ _____

- a. Classroom: \$25 per hour*
- b. Classroom with use of kitchen facility for tea/coffee: \$35 per hour*
- c. Classroom with full use of the kitchen facilities \$50.00 per hour with a minimum of a \$150.00 fee.
- d. Multi-purpose room \$75.00 per hour with a minimum of a \$150.00 fee.
- e. Multi-purpose room w/ use of the kitchen facilities \$75.00 per hr. with a minimum of a \$150.00 fee.
- f. Sanctuary (TBD based on event), Sound Person (negotiated based on time frame and hours needed).
- g. Is Bethesda your home church? _____ How long have you been attending? _____

* Note that all rates are based on a minimum of one hour

3. The facilities are to be left in the same condition as it was found upon arrival**.

**Please refer to the attached copy of "User Group Guidelines"

4. Bethesda reserves the right to charge user groups for any damages and/or caretaker fees.

5. Key to be signed out and subsequently returned at the end of the rental period.

6. Special conditions may apply as per Church policy.

Signature of applicant: _____ Date Submitted: _____

If you require further information or need assistance, you may contact the church office, 8:30am - 4:00pm,
Monday to Friday, 726-9480.

SUBMIT TO THE OFFICE NO LATER THAN FOUR WEEKS BEFORE REQUESTED BOOKING

FOR OFFICE USE ONLY

Date received by Office Administrator (OA): _____

Reviewed by OA

Comments/Questions:

Date received by Lead Pastor: _____

Reviewed by Pastor

APPROVED: Yes

No

PAID: Yes

Cash

Cheque

Pastor's Signature: _____ Date: _____

Comments:

See reverse for more info →

Note:

- Payment is to be made in full no later than the Friday prior to function. Payment accepted by cash or cheque (please make cheque payable to Bethesda Pentecostal Church).

- Building use hours are from 8:30am until 11:00pm (note the alarm system will automatically engage at 11:00pm).
- Decorations cannot be affixed to walls and ceilings by means that will leave marks and/or damage upon removal. Decorations must be removed after the event.
- If using the MP Room and the dividing curtain is required to be down, please notify the church office when submitting your application. We will make arrangements for it to be down.
- Any item brought into the building will be the sole responsibility of the person/group.
- No smoking or use of alcoholic beverages is permitted on Church property.
- Users are to use only booked area or areas and nearest washroom facilities.
- The Lead Pastor or Church Board reserves the right to cancel any activity that will be in direct conflict with a scheduled Church event. Reasonable notice of cancellations will be given to the "contact person".
- Due to the preparation of the MP Room for Children's Ministries, all bookings for Saturday must be finished by 6:00pm.
- Please note that due to the busyness of the Church during the month of December, we will not be taking any rentals during that time frame.

Additional notes:

ATTENTION ALL USER GROUPS

Please note, when your group is finished, we ask that you follow this checklist:

1. All tables should be properly stacked and placed against the walls.
2. All chairs should be stacked and should be placed against the walls by the back exit facing Escasoni.
3. Any large quantities of garbage should be removed.
4. All decorations should be removed.
5. Kitchen should be tidied.
6. All kettles, coffee makers, etc. should be emptied and all burners and oven should be turned off and all appliances should be unplugged.
7. All lights should be turned off and all doors should be securely closed and locked upon exit.
8. Children must be supervised at all times.
9. Damages are the responsibility of the user group.
10. To report any concerns, please contact the church office by phoning 726-9480 or by emailing: admin@bethesda.ca