

# Bethel Lutheran Church

## Church Rental Request Form

Greetings. It is a pleasure to share our church with you. Please review and complete the following forms and rental agreement. Place completed forms and your check in the Property Ministry Mailbox or give it to the church secretary. Thank you and Blessings upon your event.

ACTIVITY TITLE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: \_\_\_\_\_ SIZE OF GROUP: \_\_\_\_\_

Is this an ongoing/regular event? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, requested schedule? \_\_\_\_\_

### BRIEF DESCRIPTION OF EVENT

\_\_\_\_\_  
\_\_\_\_\_

### PERSON RESPONSIBLE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### CHURCH FACILITIES REQUESTED

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Sanctuary  
(Capacity 700 standing; 300 seated; 155 at tables)

\_\_\_\_\_ Audio Visual System \_\_\_\_\_ Narthex \_\_\_\_\_ Other (Specify)  
\_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_

How will the Event be advertised? \_\_\_\_\_

### FEES FOR USE

Member Fee	\$100	Use of Kitchen Equipment/appliances	\$100
Non-Member Fee	\$250	Use of Sanctuary	\$100
Fee for Repetitive Use	\$ _____	Security Deposit	\$150
Repeated Use Quantity	_____	Janitorial Fee	\$100
Total		\$ _____	

Please make checks payable to **Bethel Lutheran Church**

Event Approved By: \_\_\_\_\_ Date: \_\_\_\_\_