



BETHEL

LUTHERAN CHURCH

BUILDING USE REQUIREMENTS

- Bethel Lutheran Church is primarily a place of worship and will be treated with respect and care as such.
- Use of the building may be revoked at any time by the Hospitality Coordinator, Senior Pastor or the Church Council President. *In case of scheduling conflicts, use for church functions will take priority.* You will be given notice if such becomes the case.
- Demands will not be made on the clergy, custodial or office staff. If there is a need for their services, such requests must be made through the Hospitality Coordinator's office.
- If equipment other than that which is already present in a given area is required, arrangements are to be made through the Hospitality Coordinator's office in advance.
- If damage to church property occurs, the outside group will be financially responsible for repair or replacement. Such damage or loss is to be promptly reported to the Hospitality Coordinator's office.
- If the kitchen use is approved, it must be left clean and ready for the next group's use. Dishes are to be washed and put away; counters, floors, sinks, etc. are to be cleaned. All leftover food should be removed when leaving and garbage put in proper containers provided in the parking lot. Clean-up must be finished by the time agreed upon in advance. Bethel Staff person must be in kitchen at all times for any outside groups.
- Insurance - a Certificate of Liability Insurance may be required.
- Children must be supervised by an adult at all times. Children may not be left alone in any part of the building.
- Nothing is to be removed from or taped to the walls or woodwork without permission from the Hospitality Coordinator's office.
- There is to be no use of alcoholic beverages except under very special circumstances and with prior written approval of the Hospitality Coordinator.
- Bethel Lutheran Church is a smoke free building. There is *no smoking* allowed anywhere in the building.
- Bethel is not responsible for lost or stolen items, keep your personal items with you at all times.
- Bethel's inclement weather policy is to close when Madison Public Schools close. We will try to still have your event but check out our website to see the status.
- Some events will require a paid staff person to be present if after normal staffed hours. This extra charge will be billed to the event.

Members of Bethel Lutheran Church are willing to share their facilities with others. We appreciate your cooperation in keeping our building in good order.



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LUTHERAN CHURCH

BUILDING USE POLICY

Availability of Building and Facilities:

Members of Bethel Lutheran Church are willing to share their building and facilities. To this end, we make them available to member and non-member organizations.

Principle Uses:

The principle uses of the building and facilities will be for the worship, education and fellowship of the members of Bethel Lutheran Church. Congregational activities shall have priority and use by non-members will be limited to times when there are no church activities scheduled. Unforeseen church activities (such as a funeral, etc.) take precedence over already scheduled outside events. Every effort will be made to avoid scheduling conflicts.

Non-member Use:

Non-member use will be limited to non-profit organizations involved in religious, educational or community service activities. The following will not be permitted to use Bethel Lutheran Church's facilities:

- Partisan political organizations
- Organizations which wish to hold fund-raisers
- Groups whose by-laws are in opposition to the Constitution and By-Laws of Bethel Lutheran Church and the Evangelical Lutheran Church in America

Requests and Reservations:

Requests and reservations for all activities shall be made through the Visitor Center office. Before an event is reserved on the calendar, requests for use of the building shall be approved by the Hospitality Coordinator. Requests will include statement of purpose of the activity as well as the time, date, space and all services required. Non-member groups will be required to sign a Building Use Agreement. Damage and fee deposits may be required for some events.

Space Options:

Depending on specific needs, the following spaces may be available for use:

- The worship area (Nave) of the church is limited to worship services and closely related programs. Use of the organ and piano is subject to approval by the Music Director of Bethel Lutheran Church. The public address system, light, heating and air conditioning controls are to be operated only by Bethel Lutheran Church's staff.
- Large spaces such as Borgwardt Hall, Fireside Gallery, Pentecost Room, Emmaus Room and Good Shepherd Chapel are available for educational, social and community activities. Use of the public address system requires special arrangements. Tables and chairs are usually available, but must be planned in advance. Classroom spaces are also available for smaller groups. However, there may be no change in the setup for this space. There are limits on the number of persons that each space can accommodate. Special setups and take downs will be charged for.
- The kitchen or salad kitchen may be used by special arrangements with the Hospitality Coordinator. Use of the kitchen or salad kitchen may require charges for a Bethel Staff member or custodial staff to be on duty, and there may be a deposit required for the use of this space.
- The Nursery is available only for supervised child care and any use of this room, with a Bethel Nursery Staff member present, while you are using other space, must be arranged in advance with the Hospitality Coordinator. Bethel Lutheran Church may provide child care if available at a cost.
- With any room use, the room must be clean and set to original setup before leaving or additional charges may incur.