

# **FACILITIES USE POLICY**

## **Bethel Mennonite Church**

### I. Building use

- A. The facilities may be used by actively involved persons and all groups within the congregation.
- B. Groups outside the congregation may use the facilities by special permission of the trustees through the church secretary.
- C. Church activities and functions take precedence over outside groups, but once approval has been granted for use, that event is then scheduled and the facilities are not available for church use.

### II. Fees

- A. There is no charge for groups within the congregation.
- B. Outside groups are expected to make a donation according to the suggested fee schedule.

### III. Scheduling the facilities

- A. Reserve the facility with the church secretary who will place it on the church calendar.
- B. The secretary will coordinate the functions and contact the janitor and trustees as necessary.
- C. Outside groups must complete a Facilities Use Form and present it through the church secretary for approval.
- D. Requests must be made at least four weeks in advance of the desired date.

### IV. Responsibilities of groups using the facilities

- A. All persons are expected to act in the character of Christ at all times. Such behaviors as swearing, smoking, and the use of alcohol are prohibited.
- B. No activities will be permitted that are inappropriate for a church building or for the size of the facility.
- C. Any set-up and take-down of tables, chairs and so forth, are the responsibility of the group using the facility.
- D. Groups are expected to leave the facility as tidy as they found it.
  - Wash and clean all dishes and utensils.
  - Return all kitchen equipment and other equipment to their storage places.
  - Sweep the floors. Floor cleaning equipment is in the hall cabinet in the restroom area.
  - Anything broken or damaged must be replaced, or financial arrangements to replace it made through the church office.
  - Turn off all lights and close windows when you leave.

- E. Failure to respect these guidelines may be cause for the trustees to censure a group for carelessness, or deny it the privilege to use the facilities again.
  - F. Garbage must be put in garbage bags and placed in the fenced-in enclosure outside on the west side of the church building.
- V. Equipment use outside the facility
- A. Tables and chairs may be borrowed by actively involved persons. Such use must be cleared through the church secretary, with the item and number of pieces noted.
  - B. Equipment such as the DVD/VCR player, overhead projector, and housekeeping equipment is not available for use outside the building.
  - C. Use of kitchen equipment outside the building is to be cleared with the Chair of the Ministry of Fellowship and Mutual Care.

Bethel Mennonite Church is not responsible for any injuries or claims from participants of those using the facilities or equipment.

#### **SUGGESTED DONATION SCHEDULE\***

1. Sanctuary	\$150.00
2. Fellowship Room and Kitchen	\$100.00
3. Potter House	\$100.00
Cleaning Fee	\$ 40.00
4. Individual classrooms	\$ 20.00
5. Janitorial services (heating, lighting, and directing clean-up)	\$20/hour
6. Audio/Video technicians	\$20/hour

*\*This is for a one-time, one-day use.*

Checks should be made out to: Bethel Mennonite Church  
P.O. Box 549  
West Liberty, OH 43357