

I. Philosophy-Purpose

Bethany Lutheran Church is richly blessed with wonderful facilities. These include the sanctuary, meeting rooms, and the fellowship hall. Our tagline, "A spiritual house for seeking and serving God," explains our basic purpose.

The Bethany family financially supports and maintains the Bethany campus through their tithes and offerings.

The primary use of the campus is reserved for Bethany Lutheran Church. When there are openings in the schedule the opportunity to rent the various facilities by both members and outside groups is possible. Bethany Lutheran Church has the right to refuse any group whose philosophy is in conflict with the mission of Bethany. We reserve the right to cancel any reservation upon two weeks advance notice.

II. Basic Rules of the Bethany Lutheran Campus

In order to keep the facilities in top condition and to maintain a Christian atmosphere on our campus some basic rules must be observed.

- A. The following actions or activities are considered inappropriate on the Bethany campus.
 - 1. Drinking or possessing alcoholic beverages without consent of Council.
 - 2. Using foul language.
 - 3. Firearms are prohibited.
 - 4. Smoking on campus
 - 5. Rollerskating, skateboarding and bicycling are not allowed.
 - 6. Possession, use, sale or being under the influence of any illegal or controlled substance is prohibited.

- 7. All equipment is to be used only for the purpose for which it was designed.
- 8. The use of Bethany facilities and all equipment will be at the risk of the participant.
- 9. Bethany does not assume the responsibility for the actions or any participant.
- 10. Specific room assignments are at the discretion of Bethany Lutheran Church.
- 11. Inappropriate behavior may result in the immediate expulsion of the offending party (ies).
- 12. Once a reservation is made, it cannot be changed without going through the Facilities Coordinator for the church.
- 13. Cleaning equipment will be provided by maintenance personnel.
- 14. Any broken equipment and/or damage done to room(s) must be reported.
- 15. The cost for property or equipment damage will be assessed to the user.
- 16. No chalk will be allowed for use on the patio.
- 17. Any decorating of the facilities must be described in detail and approved prior to the decorating being accomplished. In no case will any decorations be allowed to be permanently attached to any surface.
- 18. No outside music will be allowed on the patio past 10:00 PM.
- 19. No furniture from inside the facilities should be used outside without prior permission.

This list of rules is not intended to be all inclusive. Additional rules may be required of any individual user or group depending on the activity involved.

Inappropriate behavior or violation of rules is a basis for removal from the property and denial of future reservations.

III. Use by Bethany Lutheran Church Groups

- A. An authorized individual is responsible for supervision of any function occurring in the building.
- B. Set up and take down of tables, chairs, etc. is the responsibility of the user. Tables and chairs should be returned to the original positions. All trash and garbage must be taken out. In general the room should look neat and presentable.
- C. All groups using Bethany Lutheran Church are responsible for turning off lights and locking doors.
- D. Any individual or group needs to check with the Facilities Coordinator for reservations.
- E. A damage deposit may be required.

IV. Use by Members and Outside Groups

- A. Bethany Lutheran Church will consider all requests submitted. Bethany has the right to refuse any group whose philosophy is in conflict with the mission and ministry of Bethany Lutheran Church.
- B. All use must be pre-approved. In general, all activities are restricted to Sunday PM through Saturday.
- C. Scheduling – Priority is given to Bethany Lutheran Church and related ministries. Requests will be considered on a first come first serve basis. All requests should be made at least two weeks in advance and usually no earlier than 3 months before the event/.
- D. A Bethany Lutheran Church Facilities Use Agreement, outlining arrangements and fees must be approved.
- E. All groups with children must provide adequate adult supervision. Please use the facility with care. Report all damage on the checkout sheet. Those involved in

damage situations will be financially responsible for replacement and repair.

- F. The check out sheet must be completed by the user and SLC staff member or representative following any function.

V. Steps to Reserving Bethany Lutheran Church

- A. Check with Facilities Coordinator for availability of desired dates and times for the room(s) needed. Specific rooms are assigned by Bethany Lutheran Church and may be changed upon reasonable advance notice.
- B. Complete a request form and the Bethany Lutheran Church Facilities Use Agreement. (Available online)
- C. Wait for confirmation.
- D. Long-term use reservations are available.
- E. All conflicts will be subject to final resolution by the Facilities Coordinator.