

Bethlehem Wesleyan Church

Fellowship Hall Usage Guidelines

Terms of Use

1. Contact the church office to confirm that the desired date of the event is available.
Phone: 410-673-1379 Email: churchoffice.bwc@gmail.com
2. To schedule the use of the fellowship hall and kitchen, an event representative must complete a Fellowship Hall Usage Agreement and submit a non-refundable \$50 deposit. If the event is approved by BWC staff, the fellowship hall will be reserved on the church calendar and the event representative listed on the agreement will be contacted to confirm.
3. The usage fee for the fellowship hall and kitchen is \$200.00 (this includes the \$50 deposit due at time of reservation).
4. If the event is not approved or the date is unavailable, the \$50 deposit will be returned. BWC maintains the right to deny usage to any event that is in opposition to the beliefs and discipline of The Wesleyan Church.
5. There shall be NO ALCOHOLIC BEVERAGES, SMOKING OR USE OF ILLEGAL SUBSTANCES OF ANY KIND ON CHURCH PROPERTY. Use of PROFANITY while on church property is highly discouraged.
6. Church supplies are not included in rental agreement. Bring your own cups, plates, silverware, etc.
7. Avoid the use of tacks, nails or staples of any kind. Do **not** use tape on the walls, poles, ceiling, doors or door frames. Tape may be used on tables, but please be sure to remove tape from the tables when the event is over.
8. The church provides NO SET UP but feel free to move tables and chairs to suit your preferences. If you move tables and chairs, please put them back the way you found them.
9. You are responsible to clean up after your event including sweeping and mopping floors as necessary. The fellowship hall, kitchen and bathrooms must be left clean. All event items are to be removed from premises at the end of the event. The dumpster in the back parking lot is for event trash and small decorations only. Please do not put large items in the dumpster (e.g. large decorations, boxes, etc...)
10. The church will not supply audio or video equipment.
11. The second-floor educational areas and church sanctuary are not a part of the Fellowship Hall Usage Agreement and are off limits for usage.

Right of entry and termination: The church maintains the right of entry at any time during the event to ascertain that party and guests are acting in compliance with all rules and terms stated in the Fellowship Hall Usage Guidelines. Church reserves the right to terminate the event at any time during scheduled event if church staff deems it advisable due to infractions of terms of use. The church also maintains the right to deny future usage based upon past usage behaviors.

** All funds raised will be kept in a building maintenance fund to help with upkeep of fellowship hall/ kitchen, etc.*

Bethlehem Wesleyan Church Fellowship Hall Usage Agreement

Today's date _____ Event date _____

Name of event representative _____

Start time of event _____ End time of event _____

Description of activities planned _____

Expected number of attendees _____

Date & times the facility needs to be open for set up _____

By signing this Fellowship Hall Usage Agreement, I acknowledge that I have read and agree to follow all the guidelines in the attached Fellowship Hall Usage Guidelines. I also understand that I will not hold Bethlehem Wesleyan Church, its membership or any staff responsible for any accident, injury or death that may occur during my event while on church property.

Signature of event representative

Contact number for event representative

Address of event representative

Signature of BWC Staff

For office use only:

Event Approved? YES or NO If no, reason for denial: _____

Date of approval _____ Date of confirmation _____

Total cost: \$ _____ \$50 deposit paid by: Cash Check Balance Due: \$ _____