

Bethlehem Wesleyan Church

Sanctuary 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 sanctuary, an event representative must complete a Sanctuary Usage Agreement and submit a non-refundable \$50 deposit. If the event is approved by BWC staff, the sanctuary 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 sanctuary 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. Sanctuary usage fees do not include any fees or donations associated with pastors officiating weddings, photographers, guest musicians, guest speakers, etc for events. Such fees or donations as agreed upon are to be given directly to the appropriate persons.
6. If an audio/video technician is needed for your event, there is an additional charge of \$50 / hour.
7. Wedding ceremonies are only to be officiated by a pastor or associate pastor of Bethlehem Wesleyan Church. Guest pastors may participate in the ceremony under the direction of the officiating pastor.
8. 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.
9. The event representative is responsible to remove all flowers and decorations from the premises at the end of the event. Avoid the use of tacks, nails, tape or staples of any kind.
10. The use of the fellowship hall is not permitted without an approved Fellowship Hall Usage Agreement and is not to be considered part of the Sanctuary Usage Agreement.
11. Drinks and food are prohibited in the sanctuary.

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 Sanctuary 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 the facility*

Bethlehem Wesleyan Church Sanctuary Usage Agreement

Today's date _____ Event date _____

Name of event representative _____

Start time of event _____ End time of event _____

Additional days and/or time needed for decorating? _____

Expected number of attendees _____

Please answer following questions to help us determine your needs for the event.

1. What is the purpose of your event? _____

2. Will you need a pastor to officiate at your service/ceremony/event? _____

Name of requested pastor: _____

3. Do you plan to use pre-recorded music at your event? _____

Describe use of music: _____

4. Do you need microphones or musical equipment? _____

Describe need: _____

5. Will you need any musicians? _____ Describe need: _____

6. What video support may be needed for your event (*computer / powerpoint / DVD / other*)?

Describe need: _____

7. What other needs are not addressed in above questions? _____

By signing this Fellowship Hall Usage Agreement, I acknowledge that I have read and agree to follow all the guidelines in the attached Sanctuary 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 _____

Usage fee: \$ _____ + A/V tech fee: \$ _____ = **Total \$** _____

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