

BETHEL BAPTIST CHURCH

1193 WHITE OAK ROAD
 FREDERICKSBURG, VA 22405
 Phone: (540) 371-3650

GUIDELINES FOR USE OF BETHEL FACILITIES (WEDDINGS) (updated 12/3/2009)

- Reservation For Facilities Use:** Approval for the use of Bethel Baptist Church facilities must follow the process below:
 - Use of the Bethel Baptist Church facilities must be secured by approval of the Pastor and/or Events Coordinator. Application and approval must be executed on the attached Application form. Contact the church office during regular business hours (9:00 am – 4:00 pm, Monday through Friday) or complete the attached form and mail or email it to the church secretary.
- Usage Fees*:** A list of fees for the one-time use of the facilities is provided below. Usage fees are due when submitting an application for use.

<i>Services and Facility Fees*</i>	Active Member	Non-Active/ Non-Member	Mark "X" for Usage	Fee
Security Deposit (held in church office)	\$200.00	\$200.00	X	\$200.00
Sanctuary	No Charge	\$200.00	X	
Sanctuary Cleaning Fee (b)	\$75.00	\$75.00	X	\$75.00
Outreach Center (a)	\$100.00	\$650.00		
Outreach Center & Kitchen (a)	\$150.00	\$750.00		
Outreach Center Cleaning Fee (b) (Does not include set-up/tear down)	\$75.00	\$75.00	X	
Old Fellowship Hall & Kitchen (a)	Donation	\$100.00		
Bethel Pastor	Donation	\$200.00		
Event Sponsor	No Charge	\$100.00	X	
Bethel Wedding Coordinator	Packages Available	Packages Available		
Sound System Technician	\$50.00	\$75.00		
Use of Sound System	No Charge	\$25.00		
Use of Organ/Piano	No Charge	\$25.00		
		Total		

(Shaded areas are required)

*Fees effective the 17th day of May, 2006

“Active Members” (defined as those who attend at least one service per month and/or financially support the church and their immediate family members i.e. son, daughter, mother and father) will be charged a nominal fee to help offset utility expenses incurred with non-church related uses of the facilities.

- The usage fee does not include the set-up nor dismantle of tables and chairs in the Outreach Center nor the Old Fellowship Hall.
- Groups and individuals who have reserved Bethel facilities may elect to clean the facilities and the cleaning fee will be refunded upon inspection by a representative of the Buildings and Grounds

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Committee. The user will be responsible for restoring the facilities to the same condition it was prior to the event.

3. **Events/Wedding Coordinator:** The Bethel Events Coordinator will be the central contact person for all non-wedding events in any of the Bethel facilities. Events with musical content must be approved by the Events Coordinator. This person will be responsible for the opening and closing of the facilities and to ensuring that Bethel Facilities Guidelines are followed for all non-church related functions. The Wedding Coordinator will be the central contact person for all wedding activities held at Bethel. (See below No. 6 Weddings)
4. **Storage of Supplies and Materials:** Individual and groups unrelated to Bethel Baptist Church may not store supplies or materials at the facilities or on the grounds.
5. **Fund Raising:** There shall be no games of chance, such as bingo, etc. on Church property.
6. **Weddings:** All Weddings at Bethel shall be conducted by the Pastor or by a minister approved by the Pastor. In the Pastor's absence or when the church does not have an active pastor, approval of a minister must be obtained by the Chairman of the Deacons. Marriage licenses must be presented to the Pastor at the Wedding Rehearsal. Applications requesting the use of the facilities for Sunday weddings will not be approved.
7. **Funerals:** There will be no charge for active members or their immediate family for funeral services held in the church sanctuary. Funeral receptions are to be coordinated with the Homecoming and Hospitality Committee.
8. **Sound System and Technician Fees:** The use of the church's sound system is not included. It is understood that the individual/group will arrange for their own sound system. If the individual/group does not have access to their own sound system and it is necessary for Bethel to make available its sound system which requires the Bethel technician, there will be a nominal fee for each (See Usage Fee Schedule). The fees cover the cost of the equipment use and to pay for the technician being onsite.
9. **Alcoholic Beverages, Drugs and Smoking:** The use of alcoholic beverages, illegal drugs and tobacco products is prohibited in and on the premises of Bethel Baptist Church.
10. **Use and Care of the Facilities:** The following regulations regarding the use and care of the facilities shall be strictly adhered to:
 - a. No rice, confetti, or other matter shall be thrown in or on the premises. It is permissible to throw bird seed outside the building, except under conditions where persons might be injured.
 - b. No nails, screws, or similar devices may be used in the woodwork or walls.
 - c. Sticky materials which might lift the paint shall not be used on painted surfaces.
 - d. No devices may be attached to the walls.
 - e. All candles must be drip less. Candles in sanctuary windows must be covered by a glass globe to protect the stained glass windows. Tables, floors, carpets and window sills must be protected from dripping candle wax.

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f. At the conclusion of each event or meeting, the individual or group using the facility shall ensure that nothing is damaged, that the facility is clean, and that everything has been returned to its proper place.

g. Upon leaving the facilities, the lights must be turned off, and the heating/air conditioning thermostat must be set at the same setting it was on prior to the event.

h. Trash must be taken out of the facilities and removed from the premises.

11. **Violations of the Policy:** Any person or group who violates the provisions of this Policy shall be required to vacate the premises immediately and to reimburse the Church for any and all expenses incurred as a result of the violation.

12. The Church buildings and grounds have been dedicated to the service of Jesus Christ. Conduct of guests during the use of church facilities is expected to be consistent with the Biblical concept of Christian stewardship. A signed statement attesting to adhere to the above mentioned guidelines will be required as a condition for permission to use Bethel facilities.

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APPLICATION FOR USE OF BETHEL FACILITIES (updated 12/3/2009)

Active Member

Non-Active Member/Non-Member

Date of Request: _____

Group/Person Requesting Use: _____

Contact Person: _____

Telephone Number(s): Home _____ Work _____

Email: _____

Requested Date(s): 1st Choice: _____ 2nd Choice: _____

Requested Times: _____

Purpose of Use: _____

Other Information: _____

SELECTION OF FACILITIES/PAYMENT OF USAGE FEES (USAGE FEES ARE DUE WHEN SUBMITTING APPLICATION)

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