



**BETHLEHEM BAPTIST CHURCH**  
**1936 ELKWOOD SECTION RD**  
**HAZEL GREEN, AL 35750**  
**256.828.4835 BBCHG.ORG**

For Office Use Only	
Form Returned on	____/____/____
Deposit:	<input type="checkbox"/> Cash <input type="checkbox"/> Check \$ _____
Deposit:	<input type="checkbox"/> Cash <input type="checkbox"/> Check \$ _____
	<input type="checkbox"/> New <input type="checkbox"/> Standing <input type="checkbox"/> Change

## Reservation Form

Church Event  Social Event

Requestor (Person in charge): \_\_\_\_\_ BBC Member?:  Yes  No

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Leaving Time: \_\_\_\_\_

Anticipated Number of People Attending: \_\_\_\_\_

### Vehicles(s): (circle all that apply)

Starcraft Bus (requires passenger endorsement CDL)  Ford Van

Mini-Bus

### Location(s): (circle all that apply)

Worship Center  Welcome Center  Youth Center  Solid Rock Café  Family Life Center  Classroom # \_\_\_\_\_

Playground  Front Lawn  Back Lawn  Parking Lot  Paintball Field  Other: \_\_\_\_\_

### Other: (please specify quantity)

Tables: 60" Round x \_\_\_\_\_ 8' Rectangle Tables x \_\_\_\_\_ 6' Rectangle Tables x \_\_\_\_\_

Chairs: \_\_\_\_\_  Preschool size Moon Bounce  Podium  TV/VCR  TV/DVD

White Tablecloths: # \_\_\_\_\_

### Media Personnel: (At least one person is required if anything is to be turned on in the sound booth in either Worship Center.)

Sound Requested?  Yes  No (CD's, DVD's, Instruments, Voice)

Pow-  
Re-  
  
(This  
in-  
of a

Active Members: (confirm with church office)

Facility: \$0

Cleaning: \$125

Media: \$75 x \_\_\_\_\_ = \_\_\_\_\_

Other: \$ \_\_\_\_\_

Non-Members & Inactive Members:

Facility: \$125.00

Cleaning: \$125.00

Media: \$75 x \_\_\_\_\_ = \_\_\_\_\_

Other: \$ \_\_\_\_\_

erPoint  
quested?  
Yes  No  
does not  
clude design  
Power Point  
presenta-

tion.)

Theatrical Lighting Requested?  Yes  No (This does not include repositioning of lighting system.)

### Fees:

Special Instructions/ Comments: \_\_\_\_\_

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# Bethlehem Baptist Church

## Policies for Facility Use- General

- All requests and approval for the use of the facilities must go through the church office, well in advance of the activity. All areas will be closed to social activities during regularly scheduled church wide meetings and will be closed 15 minutes prior to all worship services.
- Only Bethlehem Baptist Church active members, groups and organizations will be permitted to reserve all or part of the facilities as “rent free”, with the possible exception of other churches or church related groups in our area. (These exceptions would be subject to approval by the Church Staff, and a nominal fee may be charged if approval is granted.) For non-members and other non-related organizations, a nominal fee based on usage will apply. Inactive members and non-members will pay a building, cleaning and media fee.
- Reservations are limited to a maximum of one per family, per month.
- Event time limit is 2 hours. You are allowed 1 hour before for preparation and 1 hour afterwards for cleanup. (Total time: 4 hours.)
- Reservations may be made only by an adult, age 19 or older. This person will fill out all paperwork and will sign to get the key as the person in charge. This person **must** be present for the duration of the event. He/she will be held responsible for supervision, clean-up and any damages.
- Only the area(s) scheduled will be used. The person(s) in charge are responsible to see that your group does not wander into other areas.
- Reservations will be made on a first come, first serve basis. Church events always have priority over social events. In the event of a conflict, Bethlehem Baptist Church groups will take precedence.
- Reservations should be promptly cancelled if plans are changed.
- Those participating and enjoying the activities at Bethlehem Baptist Church should conduct and dress themselves accordingly. Halter-tops, short shorts, etc are not acceptable apparel.
- No tobacco of any kind will be allowed inside any part of the buildings. The person in charge is responsible for making sure that there is appropriate cigarette disposal and that there are no cigarette butts on the church property.
- No alcoholic beverages or profanity of any kind are allowed on the premises **at all**.
- Window blinds or other permanent fixtures are not to be moved or taken down for any event.



## **GENERAL GUIDELINES FOR CLEAN-UP AFTER USE:**

1. WASH AND DRY ANY DISHES USED.
2. PLACE ALL DISHES, POTS/PANS, ETC. IN THEIR PROPER PLACES.
3. CLEAN SINKS AFTER EACH USE. (DO NOT LEAVE WATER AND ITEMS SOAKING.)
4. PLACE ALL SOILED DISH TOWELS AND APRONS IN THE LAUNDRY BASKET.
5. CHECK TEA & COFFEE MAKERS – IF USED, RINSE WELL; EMPTY FILTER BASKET AND RINSE IN HOT WATER.
6. IF YOU USED SUGAR IN TEA, KOOLAID, ETC., PLEASE MAKE SURE THE CONTAINER LID IS SECURED.
7. PAPER PRODUCTS, PLASTIC UTENSILS, FOOD AND CONDIMENTS ARE TO BE USED SOLELY FOR THE PURPOSE OF BBC EVENTS, NOT FOR ANY SOCIAL EVENT OR MINISTRY WITHOUT PERMISSION... IF YOU USED ANY OF THE ABOVE BY MISTAKE, PLEASE REPLACE AS SOON AS POSSIBLE.
8. REMOVE ALL FOOD AND DECORATIONS BEFORE YOU LEAVE.
9. LOCK REFRIGERATOR AND FREEZER (APPLICABLE IN THE CAFÉ.)
10. SWEEP THOROUGHLY.
11. ENSURE THAT ALL APPLIANCES ARE TURNED OFF.
12. WIPE OFF TABLES, COUNTER SPACES AND APPLIANCES.
13. TAKE TRASH TO THE DUMPSTER, AND REPLACE LINERS.