	For Office Use Only Form Returned on / /	
1936 ELKWOOD SECTION RD	Deposit: Cash Check \$	
HAZEL GREEN, AL 35750	Deposit: Cash Check \$	
256.828.4835 BBCHG.ORG		
Reservation Form Church Event Social Event	\Box^{New} \Box^{Standing} \Box^{Change}	
Requestor (Person in charge):	BBC Member?: □Yes □No	
Phone: Home Work	Cell	
Email:		
	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 Caf	fé Family Life Center Classroom #	
-	Paintball Field Other:	
Other: (please specify quantity) Tables: 60" Round x 8' Rectangle Tables x Chairs: Preschool size Moon Bounce Podiu White Tablecloths: # 1000000000000000000000000000000000000		
Media Personnel: (At least one person is required if <u>anything</u> is to be to Sound Requested? □Yes □No (CD's, DVD's, Instruments, Voice)	urned on in the sound booth in either Worship Center.)	
Re- Facility: $\$0$ Fac FacCleaning: $\$125$ Cleaning:Media: $\$75 \text{ x}$ =Media: $\$75 \text{ x}$ Media:	n-Members & Inactive Members:erPoint quested?cility: $$125.00$ Yes \Box No does not clude design her: $$_$ her: $$_$ Power Point presenta-	
tion.)	-	
Theatrical Lighting Requested? DYes DNo (This does not include rep	ositioning of lighting system.)	
Fees:		
Special Instructions/ Comments:		

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 <u>must</u> 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 <u>at all</u>.
- Window blinds or other permanent fixtures are not to be moved or taken down for any event.

- Floors: When playing basketball or other sports inside the Family Life Center, please wear tennis shoes only. When returning chairs and tables, do not drag them, use hand trucks or carry them. If anyone associated with your group makes marks on the floor, you will be held responsible for cleaning or paying for the cleaning service to have the marks removed/repaired.
- Bethlehem Baptist Church assumes no responsibility for loss, injury, or damages to persons or property. This is the responsibility of the applying individual or group.
- If major damages occur to facilities during the event, report it to the church office and coordinate the payment and/or repair work.
- The person in charge is responsible for signing out the building key(s) and alarm code within 2 days of the event, during regular church office hours. The key should be returned to the office **promptly** after the event. (Keys will not be assigned to members on a permanent and/or extended basis with the exception of paid staff, deacons and ministry directors whose use of the FLC is necessary for fulfilling their ministry.)
- Set up time of your event must be authorized by church staff because of Bethlehem Christian Academy and Summer Care program. Be sure to discuss set up time with a staff member.
- If your event is cancelled, half (50%) of the deposit amount will be refunded, if church has been given one week (7days) notice, in writing, of the cancellation.

Cleaning:

- The person in charge will be responsible for making sure all areas used are cleaned. The building should be left ready for the next function scheduled... "Better than you found it."
 - If you take out tables and chairs, put them back in storage area(s) when done;
 - Clean floors: sweep and mop any spills that occur during your event;
 - Take garbage bags to the dumpster located on the East side of the Family Life Center awning and replace garbage bags in each trash can used;
 - Clean stoves and sink areas;
 - Take home all items brought with you (including food);
 - Clean restrooms
 - Tablecloths must be washed, starched, pressed and hung on hangers when returned to the church. Tablecloths must be returned within three (3) business days or be-fore the next scheduled function, whichever comes first.

I agree to the Facility Use Policy of Bethlehem Baptist Church.

Person in Charge:

-	Printed Name		Signature	
Office Use:				
Key #	_ Code #	Date Issued:	Staff Member's Initials:	
Date Returne	ed:	_ Staff Initials:		

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 THOUROUGHLY.
- 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.