

GENERAL GUIDELINES

(for more information see Facility Use Policy)

GENERAL

1. General hours that building is open:
 - a. Monday – Thursday 7:30am – 9:30pm
 - b. Friday 7:30am – 5:00pm
 - c. Saturday 8:30am – Noon
 - d. Sunday 7:30am – 12:30pm
2. Bethel's church building and all outside entrances are **smoke free**.
3. **No alcoholic beverages** can be brought in or consumed on the premises.
4. All requests shall be subject to the By-Laws, part II of the Bethel Constitution.
5. Groups using the building are expected to **leave it in the condition** they found it. This will include cleaning up after you are done with the room (i.e. throwing away trash, cleaning up coffee stains, etc.). This will also include: making sure you turn off all lights and closing windows when you are done with the room.
6. Bethel congregational programs have priority over all requests.
7. Commitments to outside groups may be altered due to emergency church needs.
8. Building may be closed on short notice due to weather.
9. Changes in requests for the facility will be treated as new requests.
10. Phones for use by outside groups are located by the Welcome Center and in the Bethel Hall kitchen. Please use these phones only.

EQUIPMENT USAGE

1. Equipment shall not be removed from the building except for church functions.
2. Bethel audio-visual equipment is available to outside groups on a rental basis.
3. Use of Church instruments requires prior approval from a pastor, the parish administrator, or the director of music.
4. Group is responsible for any breakage/damage that may occur.
5. Kitchen facilities are supervised by the Bethel Women of the ELCA.

FEES

1. Fees are payable in **advance** following approval.
2. Use of the facilities for longer than three hours may involve additional fees.

CHILD CARE

1. Use of the church nursery by special permission only.
2. Group is responsible for overseeing children in their group.
Children are not allowed on floors other than Bethel Hall without adult supervision.