



Bethesda Lutheran Church

Building Use Request Form

123 W. Hamilton Ave • Eau Claire, WI 54701 • 715-835-5073

A Bethesda-sponsored event is any event under the authority of Bethesda's leadership that furthers the mission of the congregation. Typically, this includes church program events and events planned and arranged by Bethesda's ministry staff. Any other event is considered non-Bethesda.

Please complete and return this form to the church office *at least one week* prior to the event. Today's Date: _____

Event Information

Event: _____

Day/Date(s): _____ Start Time of Event: _____ End Time: _____

When do you plan to arrive to set up? _____ Number of people expected: _____

Room(s) Requested (building map on back):

- Fellowship Hall East — 204A
- Walker Hall (the Gym) — 304
- Classroom (Rms # _____)
- Fellowship Hall West — 204C
- Fireside Room — 102
- Fellowship Hall Full — 204A-C
- Student Ministry Room — 307
- Sanctuary
- Choir Room — 302

For nursery or kitchen use, please complete the waiver on the back of this sheet.

Contact Information

Person/Group Making Request: _____

Phone: _____ E-mail: _____

Building Information

Doors unlocked by (time): _____ Doors locked at: (time): _____

Person responsible for shutting down and locking building: _____ Phone: _____

Set-up Information

Equipment Requested

* Use of certain Bethesda sound equipment will require pre-arrangement and compensation of a trained Bethesda sound technician. Please contact the church office to make these arrangements if needed.

Our staff will get the equipment requested out and ready for your group to set up as you wish. We need at least one week notice in order to provide this service.

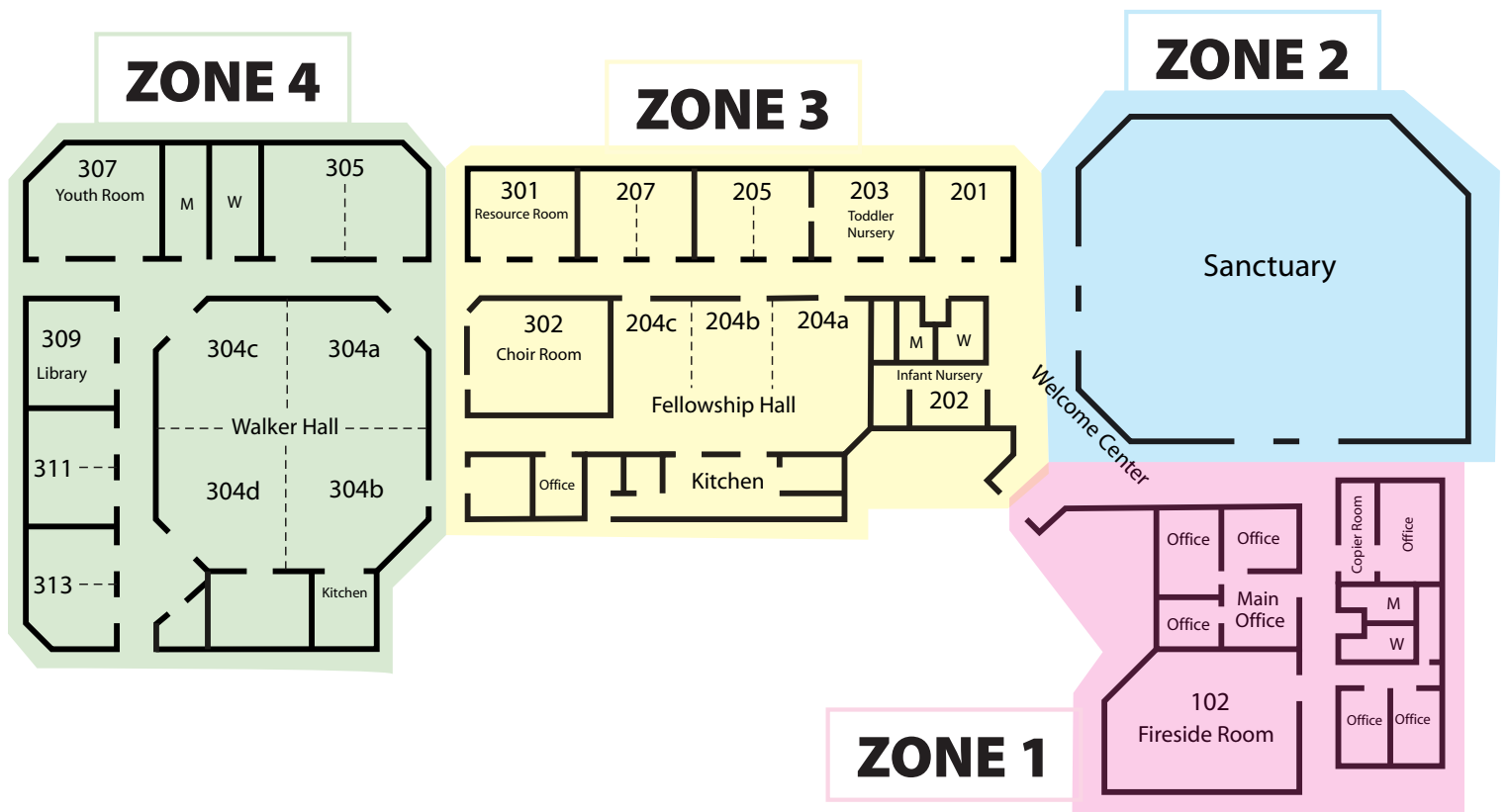
- Chairs (# _____)
- TV/DVD
- Other (_____)
- Round Tables - Seat 8 (# _____)
- Podium
- Sound Tech/Equipment* (Please specify)
- Rectangular Tables - Seat 10 (# _____)
- Screen/Projector

Brief description of event needs: (Use additional page if necessary)

Set-up Information (Cont.)

Use this space to sketch out any special arrangement of tables, chairs, etc. for your event.

Building Diagram



Use Agreement

Persons and/or groups applying for and using the church's facilities shall review and sign the Bethesda Lutheran Brethren Church Building Usage Application and Agreement.

I have read the building usage policy and understand and accept the conditions. I am not aware of any beliefs that I or the organization I represent profess that contradict the beliefs of the church or its faith. I have read the building usage policy and understand and accept Bethesda Lutheran's conditions and policies. I, and/or on behalf of the group requesting use of Bethesda Lutheran's facilities agree to and affirm the following:

- I understand that the church does not allow its facilities to be used in a way that conflicts with and/ or is expressly contrary to the Church of the Lutheran Brethren Statement of Faith, CLBA position papers adopted as of September 1, 2016, Ministerial Acts, or the CLB view of and exegesis of Scripture, which in the view of the congregation, Lead Pastor, Elder Board, or authorized designee would bring disrepute to the name of Christ (collectively "church's faith" or "beliefs of the church").
- To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
- I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that conflict with and/or expressly contrary to the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
- I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$50, and any other fees required by the church.
- I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Lead Pastor's, Executive Pastor's, Elder Board's, or authorized designee's approval, which is conditioned in part on my agreement to the requirements in the "Bethesda Lutheran Brethren Church Building Usage Policy," a copy of which I have read and understood and agree to abide by.
- I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- I understand that by signing this, I represent that I have authority to sign this on behalf of any group I may represent that is applying for use of the church's facility.
- The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Date: _____

Signature of Responsible/authorized Individual