**Bethel College Mennonite Church Facility Use Agreement Form**

Event date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_Event description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entity sponsoring event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:

Name of Facility Attendant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How does Facility Use Fee apply? Check one to indicate category of entity sponsoring event:**

\_\_\_ BC/MC-USA/WDC/MCC/MWC (no Facility Use Fee)

\_\_\_ BCMC member - personal/family event (no Facility Use Fee) (Note*\* “BCMC member” is defined as a person holding Full Membership or Wider Fellowship Membership at BCMC. In the case of weddings, the bride, groom or one of their parents must be a BCMC Member or Wider Fellowship Member in order to qualify for “Member” status.)*

\_\_\_ Benevolence in BCMC budget (no Facility Use fee)

\_\_\_ Non-profit organization with BCMC member involved (1/4 Facility Use Fee)

\_\_\_ For-profit organization with BCMC member involved

 (1/2 Facility Use Fee)

\_\_\_ BC student/faculty/staff - non-BCMC-member

 (1/2 Facility Use Fee)

\_\_\_ Other (Full Facility Use Fee)

*turn over for additional honorariums grand total, signature and diagram*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1*:* ROOM(S) reserved (set-up diagram on back)**  | **Facility use fees:** | **Amount due:** | **Date paid** | **Credit to:** |
| Sanctuary | $250  |  |  |  Plant Fund |
| Wedding rehearsal | $ 50 |  |  |  Plant Fund |
| Fellowship Hall - serving tables only (no other tables or chairs) | $100  |  |  |  Plant Fund |
|  - chairs only set up | $125 |  |  |  Plant Fund |
|  - tables & chairs set up | $150 |  |  |  Plant Fund |
| Kitchen | $100 |  |  |  Plant Fund |
| Little Chapel | $50 |  |  |  Plant Fund |
| Classroom(s):  | $25 per classroom |  |  |  Plant Fund |
|  | **TOTAL of Section 1: Facility Use Fee payable to BCMC (due at time of reservation):** |  |  | Plant Fund |
| **Section 2*:* SERVICES for WEDDINGS** | **Other required fees:** |  |  |  |
| Pastor honorarium | $200 for wedding |  |  | Pastor |
| PA Operator  | $35  |  |  | PA operator |
| Video recording | $40 wedding |  |  | Office & Technology Fund |
| Additional CD/DVD(s) | $5 each x \_\_\_\_\_\_ (# of CDs o DVDs)  |  |  | Media Supplies Fund |
| Facility Attendant | $10 per hour, minimum $25  |  |  | Facility Attendant |
| Organist | $150 for wedding, plus $50 for rehearsal |  |  | Organist |
| Other musician(s) names: | $50 fee for wedding |  |  | Musician(s) |
| Administrative Assistant | $25.00 |  |  | Administrative Assistant |
| Custodian | $25.00 |  |  | Custodian |
|  | **TOTAL of Section 2: other required fees payable to BCMC (due at time of event):**  |  |  |  |
| **Section 3: SERVICES for FUNERALS & Other Events** | **Honorariums: (suggested amounts)** |  |  |  |
| Pastor honorarium | $100 for funeral ($75 if 2 pastors) |  |  | Pastor |
| PA Operator  | $25 ($25 if funeral with no rehearsal) |  |  | PA operator |
| Video recording | $25.00 |  |  | Office & Technology Fund |
| Additional CD/DVD(s) | $5 each x \_\_\_\_\_\_ (# of CDs o DVDs)  |  |  | Media Supplies Fund |
| Organist | $75 for funeral, plus $25 if accompanying others |  |  | Organist |
| Other musician(s) names: | $25-50 for funeral |  |  | Musician(s) |
| Administrative Assistant | $25.00 |  |  | Administrative Assistant |
| Custodian | $25.00 |  |  | Custodian |
| Funeral Committee | $100-$200  |  |  | Kitchen Fund |
| Serving Committee | $100-$200  |  |  | Kitchen Fund |
|  | **TOTAL of Section 3: optional honorariums payable to BCMC (due at time of event):** |  |  |  |
| **GRAND TOTAL OF ALL 3 SECTIONS** |  |  |  |  |

**Do not bring food into the dressing rooms, Gathering Place, Sanctuary, Little Chapel. Request an area near the kitchen to serve the wedding party. Please leave the rooms you have used as you found them when you arrived.**

**I have read the Bethel College Mennonite Church Facility Use Policy and agree to comply with it and**

**will be responsible for the group I represent:**

**Signed by Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Draw diagram of set-up here:**

**Bethel College Mennonite Church Facility Use Policy**

1. **GENERAL POLICIES:**

The use of the church facility and grounds shall be in keeping with the purpose of the congregation, extending service and ministry in the community and to the wider world. The BCMC Constitution (Article II, Section B) states: *The purpose of the congregation is to participate in God’s work by joining together to fulfill our ministry and needs. More specifically the congregation seeks to do the following:*

1. *Unite in the worship and praise of God*
2. *Stimulate Christian growth and discipleship*
3. *Provide opportunities for fellowship, sharing and support among members.*
4. *Engage in service and outreach, both locally and through our conference and institutional relationships.*
5. *Practice hospitality to others and invite others to faith.*

In light of this purpose:

* Priority for use of the facility is given to church-sponsored events and activities, including Sunday worship and mid-week activities. We encourage Saturday events such as weddings to be scheduled prior to 4 p.m. on Saturday, to allow for clean-up before Sunday.
* Use of the Sanctuary and Little Chapel should show respect for these areas as worship space; seasonal decorations are not to be removed from the sanctuary for non-church-sponsored events.
* Alcoholic beverages, smoking or illegal drugs are not permitted in the church facility or on the church grounds.
* Charging admission for events in the Sanctuary is not permitted. Free will offerings are acceptable.

The use of the church facility and grounds shall also support the relationships that are significant for our congregation. The BCMC Constitution (Article III) states:

*…We seek to carry out our ministry as a member congregation of the Mennonite Church USA and its Western District Conference.*

*…We maintain a special relationship with Bethel College and support the work and services of other Mennonite organizations including Mennonite Central Committee and Mennonite World Conference.*

1. **PROCEDURES FOR USE OF THE FACILITY:**
2. Administration of policy: Church staff under the supervision of the Lead Pastor are authorized to carry out policies for use of the church facility and grounds.
3. Reservations: All reservations for use of the facility shall be scheduled with the BCMC Administrative Assistant who maintains the master calendar for the church. A “Facility Use Agreement Form” shall be completed and turned in to the Administrative Assistant.
4. Payment of fees: All fees should be made payable to “Bethel College Mennonite Church” and turned in at the church office; the Church will then forward fees and honorariums to the appropriate individuals or funds. Facility Use Fees are due upon reservation. (Facility Use Fees are credited to the BCMC Plant Fund). A full refund is given if event is cancelled 30 days or more prior to the event. Other Fees and Honorariums are payable at the time of the event.
5. Supervision and safety:
	1. Open hours for the church building will be established by staff to encourage hospitality and access to activities in the building, balanced with a concern to provide for security of property and the people who use the facility.
	2. Facility attendant: A BCMC staff person or representative coordinated by the Administrative Assistant shall be present in the building at all events scheduled at the church facility, including events sponsored by outside organizations or non-members. This is to assure the safety of participants, security for the property, and assistance if needed. (The Facility Attendant may be a BCMC member who is part of the group sponsoring the event. If this is not the case, a Facility Attendant Fee will be charged for a BCMC staff person or representative to serve as the Facility Attendant.) The Administrative Assistant will notify custodial staff so that arrangements can be made for locking and unlocking the building as appropriate. The Administrative Assistant also coordinates check-out of all keys for the facility, and maintains a list of who has been issued keys. (see Church Board policy *Section 5. Management, B. Care for People*, for more information).
6. Use of the kitchen: When an event requires use of the kitchen, a contact person for the event shall meet with the custodian or another designated church representative for instruction on operation of equipment and follow proper clean-up procedures. Additional consultation with a Hospitality Commission representative may be needed for events requiring the assistance of the Serving Committee or Funeral Committee.
7. Use of equipment: Reservations should be made with the Administrative Assistant in the church office for use of church equipment:
	1. Musical instruments: Use of the pipe organ and sanctuary piano must be scheduled with the Administrative Assistant; they may be used free of charge for rehearsal by BCMC members, Bethel College students, faculty and staff.
	2. Sanctuary Public Address equipment: All use of the PA system must be by a qualified operator appointed by the church. PA system fees apply.
	3. Decorations: A list of decorations available for use in the building is maintained in the church office.
	4. Electronics: The church camera, lap-top computer, projector, DVD/VHS players and TVs are available for use only for BCMC-related events. Exceptions may be made by staff for other events taking place in the church building.
	5. Chairs and Tables: Padded folding chairs are not to be used outside of the church building. Unpadded metal folding-chairs may be used outside the building or loaned at the discretion of staff as long as they are not needed for church events. Lightweight white tables may be used outside the building, on the church grounds.
	6. Hymnals and songbooks may be loaned to individuals and groups at the discretion of staff, as long as these items are not needed for BCMC events at the same time.
	7. Kitchen equipment: The Hospitality Commission establishes guidelines for what items may be checked out of the kitchen.
8. **FACILITY USE FEES**

|  |  |
| --- | --- |
| **Room or service provided** | **Facility Use Fee** |
| Sanctuary | $250  |
| Wedding Rehearsal | $50 |
| Fellowship Hall with serving tables only(no additional tables or chairs) | $100  |
| - only chairs set up | $125 |
| - tables and chairs set up | $150 |
| Kitchen | $100 |
| Little Chapel | $50 |
| Classroom(s) | $25 per classroom |

Facility use fees are applied as listed below. The Church Board may authorize exceptions to this list by approving special status for a particular entity using the facility:

|  |  |  |
| --- | --- | --- |
|  **Entity using facility** | **Facility Use Fee**  |  **Advance reservation** |
| Bethel College, Mennonite Church USA, Western District Conference, Mennonite Central Committee, Mennonite World Conference  | None | First come, first served basis |
| Family events hosted by a BCMC member\* (e.g. wedding, funeral, anniversary, family reunion, birthday or graduation celebration) | None | First come, first served basis |
| Organizations listed in BCMC budget under *Witness Commission: Benevolences*  | None | First come, first served basis |
| Non-profit organizations in which a BCMC member\* is involved | ¼ fee | 6 months maximum |
| For-profit organizations in which a BCMC member\* is involved  | ½ fee | 6 months maximum |
| Bethel College students, faculty or staff who are not BCMC members | ½ fee | 6 months maximum (except in the case of weddings, 12 months) |
| Other  | Full fee | 6 months maximum (except in the case of weddings, 12 months) |

**(Note*\* “BCMC member” is defined as a person holding Full Membership or Wider Fellowship Membership at BCMC. In the case of weddings, the bride, groom or one of their parents must be a BCMC Member or Wider Fellowship Member in order to qualify for “Member” status.)***

1. **OTHER REQUIRED FEES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FEES** | **Funeral** | **Wedding** | **Non-church events** | **Events sponsored by BCMC groups**  |
| **Pastor honorarium** | $100 for funeral ($75 if 2 pastors) | $200 for wedding |  |  |
| **PA operator** | $25; $35 if rehearsal – provides 1 CD | $35 – provides 1 CD | $35 - provides 1 CD | (see below) |
| **Video Recording****(requires PA operator)** | $25 - provides 1 DVD | $40 - provides 1 DVD | $25 - provides 1 DVD | --- |
| **Additional CD / DVD** | $5 each | $5 each | $5 each | $5 each |
| **Organist** | $75.00 for funeral, plus $25 if accompanying others) | $150 for wedding service; $50 additional for rehearsal | (see below) | (see below) |
| **Other musicians** | $25-$50 | $50  | (see below) | (see below) |
| **Food expenses** | Per invoices | Per invoices | Per invoices | Per invoices |
| **Facility attendant** | $10 per hour ($25 minimum) if non-BCMC funeral | $10 per hour ($25 minimum) for rehearsal and wedding | $10 per hour ($25 minimum) | --- |

1. **HONORARIUMS (Suggested amounts)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Funeral** | **Wedding** | **Non-church events** | **Events sponsored by BCMC groups**  |
| **PA operator** | $25 ($25 if funeral with no rehearsal) | $35 | (see above) | $35  |
| **Pastor** | $100 ($75 each if 2 or more pastors) | $200  | At discretion of sponsoring group | At discretion of sponsoring group |
| **Organist** | $75 (plus $25 if accompanying other musicians) | $150 for wedding, plus $50 for rehearsal |  At discretion of sponsoring group  | At discretion of sponsoring group  |
| **Other musicians** | $25-$50 per person ($75-100 for BCMC ensemble – goes to BCMC music funds) | $50  | At discretion of sponsoring group  |  At discretion of sponsoring group  |
| **Administrative Assistant** | $25  | $25 | At discretion of sponsoring group | At discretion of sponsoring group |
| **Custodian** | $25  | $25 | At discretion of sponsoring group | At discretion of sponsoring group |
| **Funeral Committee** | $100-$200 depending on # of guests; goes to BCMC Kitchen Fund | --- | --- | --- |
| **Serving Committee** | --- | $100-$200 depending on # of guests; goes to BCMC Kitchen Fund | $100-$200 depending on # of guests; goes to BCMC Kitchen Fund | $100-$200 depending on # of guests; goes to BCMC Kitchen Fund |

*Approved by Church Board, January 5, 2012; revised May 2014*

*revised June 2014*