

**FACILITY REQUEST FORM**  
**BETHEL LUTHERAN CHURCH**

810 Third Ave SE, Rochester, MN 55904

507-288-6430 | FAX: 507-281-8731

[www.bethellutheran.com](http://www.bethellutheran.com)

**EVENT INFORMATION**

Today's Date \_\_\_\_\_

Name of Requesting Person/Organization \_\_\_\_\_

Type of Event \_\_\_\_\_

Non-Profit Organization? YES \_\_\_\_\_ NO \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time of Event: Begin \_\_\_\_\_ End \_\_\_\_\_

Time you need this space for set up/clean up: Before Event \_\_\_\_\_ After Event \_\_\_\_\_

Room/Space Requested \_\_\_\_\_ Planned Attendance (#) \_\_\_\_\_

**CONTACT INFORMATION**

Contact Person \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Electronic or Written Signature \_\_\_\_\_ Position \_\_\_\_\_

**SET UP INFORMATION**

Chairs Needed (#) \_\_\_\_\_

Tables Needed (#) \_\_\_\_\_

Type of Table: Round \_\_\_\_\_ Rectangle \_\_\_\_\_ Mix of round/rectangle \_\_\_\_\_  
                                    Seat 8                      Seat 10

PA System: \_\_\_\_\_ YES \_\_\_\_\_ NO

Audio Visual Needs \_\_\_\_\_

Use of Kitchen: YES \_\_\_\_\_ NO \_\_\_\_\_

Set Up Style:

\_\_\_\_\_ Banquet

\_\_\_\_\_ Conference

\_\_\_\_\_ U-Shape

\_\_\_\_\_ Classroom

\_\_\_\_\_ Auditorium

**OFFICE USE ONLY**

Reception Coordinator Contacted: YES \_\_\_\_\_ NO \_\_\_\_\_

Reception Coordinator: \_\_\_\_\_

Approval: Tony \_\_\_\_\_ Alyssa \_\_\_\_\_ Other \_\_\_\_\_

Added to Calendar: YES \_\_\_\_\_ NO \_\_\_\_\_ Room used \_\_\_\_\_

FEES: Facility \_\_\_\_\_

Kitchen \_\_\_\_\_

Other \_\_\_\_\_

TOTAL: \_\_\_\_\_

**OTHER INSTRUCTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this form to our Business Administrator **Alyssa Barker** ([barker@bethellutheran.com](mailto:barker@bethellutheran.com))

## **GENERAL GUIDELINES**

### **GENERAL**

1. General hours that building is open:
  - a. Monday – Friday                      8:00am – 3:00pm
  - b. Saturday                                8:30am – 12:00pm
  - c. Sunday                                  8:00am – 12:00pm
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, straightening up, etc.). This will also include making sure you turn off all lights.
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.

### **EQUIPMENT USAGE**

1. Equipment shall not be removed from the building except for church functions.
2. Group is responsible for any breakage/damage that may occur.
3. 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.
3. Additional fees apply for events outside of our normal business hours.

### **CHILD CARE**

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