



Bethesda Evangelical Lutheran Church

204 5TH Street ~ PO Box 210
Carlton, Minnesota 55718-0210
(218) 384-4501

APPLICATION FOR USE OF THE FACILITY

Date of Application _____

NAME OF ORGANIZATION _____

Non-Profit Yes _____ No _____

Mailing Address _____

Contact Person _____

Work Phone _____ Home Phone _____

Purpose of meeting(s) _____

Anticipated Attendance _____

Date(s) facility required _____

Time _____ AM/PM to _____ AM/PM

Room Preference: _____

Requirements: (please check) Chairs _____ Tables _____ Coffee Pot _____
Kitchen _____

Other Information: _____

I certify that I have read the accompanying "Building Use Policy" and that I and all members of the group I represent will abide by it.

Signature of Organization Representative _____

Bethesda Lutheran Church Building Use Policy

Use of facilities at Bethesda Lutheran Church are subject to the following regulations:

- 1) There is NO SMOKING in ANY area of the church building. Please ask guests to go outside to smoke AND provide them with containers to extinguish the cigarettes.
- 2) There are to be NO alcoholic beverages served anywhere on church property!
- 3) Any items moved or re-arranged for your event MUST be put back where you found them, i.e., tables from the basement, banners taken from walls, pianos moved, etc. The janitors are hired to clean; they are not expected to move furniture.
- 4) Please note where all of the exits are. Please note where the fire extinguishers are.
- 5) If you change the settings on the thermostats, remember to return them to their original settings! (Social Hall Only)
- 6) Before leaving the building:
 - Check that all the lights are turned off (basement rooms are easily forgotten).
 - Check that all the doors are locked (unless other arrangements are made through the church office).
- 7) After weddings, you are asked to please not throw rice! Birdseed is now commonly used in place of rice, but anything thrown must be done outside the building!