



Building Usage Policy

703 Broadway St, Emmetsburg IA 50536

rev. 1.22.25

PURPOSE STATEMENT

Our church's facilities were provided through God's benevolence and by the sacrificial generosity of our church members.

Welcome to Bethany Lutheran Church and to the Trinity Garden at Bethany. We are happy to offer our facilities for your special event. We ask that you observe the following when you are here.

NOTE

1. Application/Deposit: Your completed application and deposit must be confirmed with the Church Office at least one week prior to the date of your event. This included table arrangement and equipment requests. **Rental fees are also due 7-30 days in advance.**
2. Funerals & luncheons: Funerals take priority, even over scheduled events. We will do our best not to schedule funerals if the facility is already reserved, but sometimes we have no choice.
3. Deliveries: you must have someone present for any deliveries and inform the office of the time needed to open the building.
4. Renter Property: The church is not responsible for any materials left in the building.
5. Regular Non-Church Sponsored Events/Activities: Any outside group/ non-sponsored church event that regularly uses Bethany to hold activities must obtain liability insurance coverage in the amount of \$1,000,000 naming the church as an additional insured.
6. Properties: Table/Chair Request Only
 - Tables and chairs are loaned to members only. Please contact Church Office to reserve tables and chairs on a sign-up sheet. All items are to be returned promptly after use. No other items will leave the Church building. (See Tables and Chairs Request Form)

Facility Rules:

1. We do NOT allow the following on the premises:
 - a. Smoking or vaping
 - b. Alcohol
 - c. Illegal drugs
 - d. Profanity
 - e. Confetti or glitter
2. You must always supervise all youth/children (at least 1 adult /7 children). Youth and children may only enter rooms requested for use.
3. We expect appropriate dress, language and behavior when using church property
4. Bring your own coffee, drinks, cups, napkins, plates, utensils, etc. You are welcome to use the refrigerator, coffee pots etc.
5. Return furniture in each room to the way it was prior to the meeting/event.
6. Trinity Garden Guidelines: Stay on the path as much as possible as this space continues to be developed.
7. Fire pit Usage: Please inquiry with the office about policies and procedures
8. Take out all trash to the city garbage bins located outside the back door.
9. Any damage that has occurred needs to be reported to the church office. Failure to do so could forfeit future use and incur additional expenses.

Check-in: The building will be available for set up and use as requested in your application.

Check-out: After cleaning as previously agreed, and taking out the trash please lock the building.

Available Spaces:

Sanctuary/Balcony: Can hold 225 people

Overflow Room: Room for gathering and overflow seating off sanctuary

Fellowship Hall: The typical set up holds 100 people (6 round tables, 6 8ft tables, 2 regular rectangular tables, 2 skinny rectangular tables for serving)

Fireside Room: Great for small meetings

Trinity Garden: Worship space is set up to hold 30 people on the wooden benches

Facility Fees:

		Member (Personal)	Non-Member/ Business
<i>Deposit (Due at time of booking)</i>		\$100	\$100
Facility Fees			
Church building & Garden		\$100	\$250
Technology Fee (Livestream, Video, Sound, Slides, etc in the Sanctuary)		\$75	\$75
<i>Plus</i>	Custodial Fee	\$100	\$100
<i>*Deposit is refundable if cancellation occurs, otherwise it is applied to final amount due.</i>			

NOTE: All trash MUST be empty at the end of event.

Payments:

All fees are payable prior to the scheduled event.

Building, Custodial, & Deposits are all payable to Bethany Lutheran Church.

Bethany Technology Fees are payable to Bethany Lutheran Church.