



Bethany Christian Church  
 N. Everglade Ave.  
 Odessa, TX 79762  
 432.366.5961  
[www.bccodessa.org](http://www.bccodessa.org)  
[bethanychristianchurch@bccodessa.org](mailto:bethanychristianchurch@bccodessa.org)



## Facility Reservation

Date Of Request \_\_\_\_\_ Calendar Dates and Time Requesting \_\_\_\_\_

Group or Person \_\_\_\_\_ Type Of Function \_\_\_\_\_

(Weddings are accompanied by wedding Forms. Funerals/ Memorials/Celebration of life Are Accompanied by information of loved one forms.)

Other (Specify) \_\_\_\_\_

Is this Group Associated with [www.bccodessa.org](http://www.bccodessa.org) \_\_\_\_ YES \_\_\_\_ NO

Areas Requested

Security Deposit	SeekersCR	Garage
Kitchen	Noah Ark CR	Garage CR
Sanctuary	Nursery/Pk CR	Elementary CR
FellowshipHall	Board Rm	Education bld hall only
Garden	Parlor/Builders CR	Back Lawn
Prayer Garden	Youth CR	ParkingLot

Is a Sound System Needed? \_\_ YES \_\_ NO

Is a Projector Needed? \_\_ YES \_\_ NO

Is a Starboard Needed? \_\_ YES \_\_ NO

(An authorized Sound/ Video Operator Must Be used). Name Of Operator \_\_\_\_\_

Phone for Operator \_\_\_\_\_ Approved by \_\_\_\_\_

Person in Charge of Group Making Request: (All Requests will Be Denied without Contact Person.)

Contact Person	. Phone	.
Group/Organization Name	. Address	.
Email	. Website	.

This Form to be turned into Church Office

Church Use :

Refundable Security Deposit \$50.00	Host (member on Site) Fee \$50.00
Areas Fee	Custodial Fee \$50.00
Tech Fee \$75.00	Meal Fee
Minister Fee \$200.00	Total

Paid Check #                      Amount

Paid Cash

Paid via Paypal

Date Approved

Approved By

Date Entered On Church Calendar



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### General Guidelines for Building Use:

1. **General Policy:** It will be the policy of Bethany Christian Church, to recognize our church facilities as the House of God, and it is to be treated with dignity and respect. The principal use by this body of believers is for study of the Word of God and for Worship. The Following procedures apply:
  - Regularly scheduled ministry programs and activities will take precedence over all other uses of church Facilities.
  - No furniture or equipment may be moved, relocated, or modified except as approved by the church's designated representative.
  - No attachments may be made to any wall, Temporary structure constructed, or modifications made to any space without proper authorization.
2. **Facility Use Request:** Request will be made in writing by use of Facility Reservation Forms and Corresponding Forms ie.. Wedding, Funeral, ect.. When Authorized, Groups will conform to a Decorum proper for the Lord's House. Reimbursement for use of the facilities for functions will be determined by the facility condition after use. Previous events and treatment of facilities by the group will be taken into consideration when examining requests.
3. Weddings, Funerals, Showers, Various Parties for Members of Bethany Christian Church are normally deemed to be part of the Ministries of the Church.
4. **Fees For Facility Use:**

	Member:	Non Members		Member:	Non Members
Security Deposit	(Donation optional)	\$50.00	Parlor/Builders CR	(Donation optional)	\$100.00
Kitchen	(Donation optional)	\$100.00	Youth CR	(Donation optional)	\$50.00
Sanctuary	(Donation optional)	\$250.00	<del>Garage</del>	<del>(Donation optional)</del>	<del>\$100.00</del>
FellowShip ha	(Donation optional)	\$250.00	<del>Garage CR</del>	<del>(Donation optional)</del>	<del>\$100.00</del>
Garden	(Donation optional)	\$75.00	Elementary CR	(Donation optional)	\$50.00
Prayer Garden	(Donation optional)	\$25.00	Education bld hall only	(Donation optional)	\$50.00
SeekersCR	(Donation optiona)	\$50.00	Back Lawn	(Donation optional)	\$50.00
Noah Ark CR	(Donation optional)	\$50.00	ParkingLot	(Donation optional)	\$50.00
Nursery/Pk CR	(Donation optional)	\$100.00	Minister	(Donation optional)	\$250.00
Board Rm	(Donation optional)	\$75.00	Audio Visual	(Donation optional)	\$75.00
Cleaning	(Donation optional)	\$50.00	Church Host	(Donation optional)	\$25.00

Security Deposit is Due at time reservation is made. Dates will not be scheduled without security deposit. All fees due Prior to event. Security Deposit will be refunded after the event, if the facility is left clean and in good shape.



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## Key Deposit Policy

All non church groups or individuals who wish to use rooms in the church facilities are required to obtain keys prior to the day of rooms in use. A deposit of \$40.00 per key must be made (4 different key possibilities that would need rekeyed) If additional keys are requested, deposit for each additional key id \$5.00. When keys are returned, all deposits for keys will be refunded.

Key accepted by:

Date

Pass code issued:

Date activated

Key returned by:

Date

Pass Code

Date deactivated

Deposit Refunded by

Date



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## Funeral Service Request

Full Name of deceased

Last address

Date of birth

Date Of Death

Date of service

Time

Flowers

Donation organization

Funeral home handling

Address

Phone

Email

Loved one handling

Name

phone

Email

address

Obit

Songs

Scriptures

Stories

Pictures

Do you want streamed

Will photo slideshow need to be made,

Will sound and projection be needed

# of Bulletin needed

# For Meal provided (members )