



Bethany Christian Church
 N. Everglade Ave.
 Odessa, TX 79762
 432.366.5961
www.bccodessa.org
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 ____ 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	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)	\$100.00	Parlor/Builders CR	(Donation optional)	\$100.00
Kitchen	(Donation optional)	\$100.00	Youth CR	(Donation optional)	\$50.00
Sanctuary	(Donation optional)	\$250.00	Garage	(Donation optional)	\$100.00
FellowShip ha	(Donation optional)	\$250.00	Garage CR	(Donation optional)	\$100.00
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 is \$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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Application for Wedding Service at Bethany Christian Church

Bride's Name:

Address

City State Zip

Phone Email

Grooms Name:

Address

City State Zip

Phone Email

Desired Wedding Date: Time:

Number of Guest:

Minister/JP Name: Phone

Address Email

I understand and agree that:

1. I am responsible for making the appointments for premarital counseling at least 30 days before the wedding date with the pastor who is conducting the services.
2. I will personally make changes in date and time of wedding with the pastor conducting the service and the church office.
3. I agree to read and abide by the content and policies of the Church rental agreement.
4. Two hours of additional time will be allotted for wedding services beginning 1 hour prior to the scheduled service time (For preparation), and ending 1 hour after (including taking photographs) of the scheduled service.
5. I agree that all fees are paid two weeks prior to the wedding date. The service will not take place until paid in full.
6. I agree that if cancelation of wedding plans is necessary, that notice will be given in writing.

Applicant signature Date

Church use

Date received: Time By

Deposit \$ Received by Date

Approval by: Date

Entered on church Calendar: by Date



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Bethany's Wedding Information Form for Ministers

Please provide this information prior to the first scheduled counseling appointment with the minister.

Requested Date of wedding:

Requested Time of Day

Full Name of Bride

Age

Address

Phone

Email

Full Name of Groom

Age

Address

Phone

Email

Length of time you have been couple

Have either been married before

If yes who

Type of wedding you you are planning (i.e. Formal, Informal, Western,ect...)

Music

Scriptures

Communion

Yes

No

Unity: Candle, Sand, Art, Other