

BUILDING USE APPLICATION
BETHANY LUTHERAN CHURCH
WEST BRANCH, IOWA

Bethany's Mission Statement:

*"To grow so deep in Christ through worship, education,
And fellowship that we celebrate by reaching out to others in service".*

Bethany Lutheran welcomes the use of its facilities by members
And other groups who support the mission of the congregation.

The building, equipment, furnishings and supplies are the property of the Congregation and shall not be used by anyone member or non-member *without prior approval*.

To request use of facilities, *please fill out the application below and return it to the Administrative Assistant at least 30 days prior to the event.*

EVERYONE that uses the church, (members, and non-members) needs to fill out a form.

If you will be using the building on a regular basis, (as for Scout meetings) one initial application with all the dates on it will do.

Please be specific about the building area you are requesting, the equipment you wish to use.

All church functions, both scheduled and unscheduled, take precedence. In the event of conflict, you will be notified immediately by the Administrative Assistant. You are encouraged to have an alternate site available.

Name (Contact Person) _____

Address _____

Phone _____

Type of Event _____

Date(s) and Time(s) requested (Include all, i.e. wedding rehearsal, wedding date, preparation time, clean-up, etc.)

BUILDING USE

Area requested (Sanctuary, Large Fellowship Hall, Kitchen, Classroom.)

EQUIPMENT USE

Equipment needed: _____

Person responsible: _____