

Bethel United Methodist Church  
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## BUMC Facility Use – Internal Process

*These Guidelines are intended to be used by Church staff and Trustees to define the requirements for letting church Facilities be used for events other than those sponsored by the church.*

1. Definition: Church facilities include Mitchell Hall, kitchen, classrooms, sanctuary, parking lot, and front lawn.
2. Permission for use of church facilities is at the discretion of the Board of Trustees.
3. Deposits required for security and cleaning as well as fees collected to help offset the costs of maintaining our facilities are determined by the Board of Trustees. These fees are detailed in the **BUMC Facility Use - Fee Schedule**.
4. Anyone requesting the use of our facilities (hereby referred to as an event sponsor) for a non-church sponsored event must fill out a **BUMC Facility Use - Request** and submit it to the Church Administrative Assistant.
5. The Administrative Assistant will receive the completed **BUMC Facility Use - Request** from the event sponsors and provide the sponsor with a copy of the **BUMC Church Use - Regulations**.
6. The Administrative Assistant will ensure the appropriateness of the event and ensure the availability of the requested facilities.
7. When there is a conflict of dates, members of the Church have preference, provided that a commitment has not already been made to an outside group. Event sponsors canceling an event must notify the church office. Regularly scheduled events always have priority.
8. The Administrative Assistant will schedule the event with the sponsor and collect appropriate fees and deposits.
9. Upon conclusion of the event, the Administrative Assistant will verify the church facilities have been left in good order and request a check to refund the deposit to the event sponsor.