

Bethel United Methodist Church
141 Greenwood Avenue
Bethel, CT 06806
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BUMC Facility Use - Regulations

1. **Definition:** Church facilities include Mitchell Hall, kitchen, classrooms, sanctuary, parking lot, and front lawn. Rental space in the Johnson Building is handled by the BUMC Board of Trustees and is not included as Church Facilities.
2. **Requests for use of Church Facilities** will be initiated by filling out a **BUMC Use - Request** by the event's sponsor.
3. **Hold Harmless agreements** must be signed by event's sponsor.
4. **Certificate of Insurance** naming BUMC as beneficiary must be provided by the event's sponsor unless the sponsor is a member of BUMC.
5. **Usage fees** have been established by the BUMC Board of Trustees and appear on a separate document entitled **BUMC Use - Fee Schedule**. Usage fees are due one week prior to the event.
6. **A deposit** will be required at the time of event booking. This will guarantee the reservation. This deposit (less charges for damages and/or cleaning) will be reimbursed my mail upon the conclusion of the event. (See **BUMC Use - Fee Schedule**.)
7. **Alcoholic beverages** are NOT permitted in church buildings or on church grounds. All church buildings are non-smoking.
8. **Mitchell Hall Capacity** as determined by Bethel Fire Department - 150 persons when tables are set up or 200 persons for a stand up reception with no seating at tables.
9. **Kitchen** - Users must abide by Bethel Health Department requirements.
10. Users of facilities may only use space assigned to them.
11. **Care of building** -
12. All groups must leave the rooms in good order.
13. Chairs, tables and other equipment must be put away in their proper storage location.
14. Kitchen - all utensils, tableware, dishes, etc are to be washed and put away in their proper cabinets. Kitchen rental does not include the use of supplies such as sugar, milk, coffee, paper goods etc. These must be provided by the group using the facility.

15. **Event Supervision** – Event sponsors will be responsible for the supervision the event. Supervision applies to set-up for the event, the event itself, and cleanup. This person will also be responsible to see that the space has been left in good order as described under “Care of the building” and to see that it is locked after the conclusion of the event (as appropriate).

➤ **All Children under the age of 18 years must be under the supervision of an adult.**

16. **Closing Times** - Unless otherwise approved at the time initial arrangements are made, events shall conclude according to the following schedule:

- Sunday Through Thursday 9:00 PM (Cleanup by 10:00 PM)
- Friday and Saturday 11:00 PM (Cleanup by Midnight)

17. All sponsors shall receive a copy of these Regulations