



Facility Request Form

703 Broadway St, Emmetsburg IA 50536

rev. 1.22.25

BETHANY LUTHERAN CHURCH

Please review the event Policies and Regulations listed below prior to filling out the request form.

Event Date or Dates:_____

Number of Participants:_____

Organization Name:_____

Contact Person:_____

Member: Y or N Phone Number:_____

Email Address:_____

Event Description:_____

Areas Requested: *Mark all that apply* _____Sanctuary/Balcony

____Fellowship Hall/Kitchen ____Overflow Room _____Trinity Garden

If another area is requested, please describe needs below:_____

Equipment Requested: *Please write what you need*

Tables:_____

Max Available- Round Tables (10) Rectangular Tables (15)

Will you need use of the sound system/slides/live stream? Y or N

**Please be aware that there is a fee for the use of the sound system and technician.*

Set up Time Requested:_____

Event Start Time:_____ **Event End Time:**_____

When will you need the building unlocked?_____

In submitting this form, I am indicating that I have read and agree with the building use policy of Bethany Lutheran Church. I hereby to be responsible for the protection of Bethany Lutheran Church property used. I understand and will uphold all the policies of the church as set forth in the Facility Use Guidelines and agree to pay the fees, which are pertinent to this usage.

_____ **Date:** _____

(Signature of Responsible Party)



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Calculating Fees:

Deposit (due on booking) \$100

Facility Fees

Technology Fees

Custodial Fees \$100

Subtract Deposit \$100

Total Amount Due \$

Office Use Only:

Approved by: _____

Date: _____

Deposit Received: _____

Deposit Returned: _____

Certificate for Liability Insurance (if applicable): _____

Fees Collected: _____

Keys handed out to: _____

Keys Returned: _____

Request for Fee Waiver:

Reason: _____

Approved Denied Modified

Authorized: _____

All parts of this policy and fees have been carried out and complete: _____