

# **Bethany Church Campus**

## **Room Rental Request and Conditions**

November 2024

To reserve a room, please read and complete this form. Return your application with fees and security/cleaning deposit to:

**Bethany United Church of Christ**  
**6230 Beacon Avenue South**  
**Seattle, WA 98108**

Reservations are handled on a first-come first-serve basis.

Reservations will be confirmed when this agreement is signed, and all fees are received.

### **Rental Conditions**

Attendees agree to use only the room(s) or common areas rented.

Rentals scheduled for evenings or weekend requires a key loan.

All fees must be included with this rental form.

All rentals fees must be paid in full, a *minimum* of two days before the event itself.

The church campus will not be responsible for any materials or equipment left at the campus before, during, and after the renter's use. Be sure when you clean that you do not leave anything behind.

Renter is fully responsible for any theft, missing items, or damage of Bethany property during, or following, renter's use, including loss of the key, or failure to securely lock facilities when your event is done.

Equipment or any building issues must be reported to the Bethany church office at [office@bethanyseattle.org](mailto:office@bethanyseattle.org), as soon as possible.

If food or beverage is brought in, the renter is responsible for delivery and cleanup.

*Alcoholic beverages, smoking, illegal drugs, weapons are not permitted on the Bethany church campus.*

If these conditions are violated, Bethany has the right to cancel the rental contract. Renter would forfeit their deposit, and rental fees.

## **Rates**

Room rental fees includes: parking, meeting room(s), kitchen, and bathrooms.

Free Parking Lot (Available Saturdays and Late Afternoons/Evenings).

### **Rental Fees:**

A two hours minimum required, no matter which space.

\$75/hr for Common Rooms; \$75/hr for Sanctuary.

1-3 or more days – negotiated rate.

Bethany may consider reduced rent for church community members.

Required along with receipt of signed agreement below:

\$250 Refundable Security/Cleaning Deposit.

Security/Cleaning Deposit will be refunded if facility is left in very good condition.

### **Requested Spaces:**

Common Rooms     Sanctuary

Any Special Requests:

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Date(s) of Use: \_\_\_\_\_

Dates and Hours of Use (including prep time, set up, clean up, and event):

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Intended Use of Space:

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Organization: \_\_\_\_\_  
Organization Mailing Address (street, city, state, zip):

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I understand my obligations, listed previously, and agree to this contract:  
Contact Name (print please):

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Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount of Refundable Cleaning Deposit

Total due one week before event: \$ \_\_\_\_\_

**Bethany Church, 6230 Beacon Avenue South, Seattle, WA 98108**  
office@bethanyseattle.org      bethanyseattle.org