

Bethany Church Campus Room Rental Request and Conditions

To reserve a room, please read and complete this form.
Then return the application, with deposit, to:

Bethany Church Campus, 6230 Beacon Ave. South, Seattle, WA 98108

Reservations are handled on a first-come first-serve basis.
Reservations will be confirmed when this agreement is signed, and deposit received.

Spaces Available

Hospitality/Commons Room – 85 person capacity / 65 with tables
Sanctuary – 125 person capacity with seating
Annex Meeting Room – 40 person capacity / 20 with tables
Kitchen
Parking Lot (Available Saturdays only for community non-profit group fund raising/fairs)

Rental Conditions

Attendees agree to limit their use to the room(s) or common areas rented, such as hall and restrooms, and not use other office work areas, or kitchen, unless previously agreed upon.

Rentals scheduled for evenings or weekend requires a key assignment.

The Security and Cleaning Deposits must be included with this rental form.

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

Bethany is not responsible for any materials or equipment left at the Campus before, during, and after the renter's use.

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 finished.

Equipment or building issues must be reported to the Bethany Secretary/Treasurer, Bernice Cade (206-723-6333), as soon as possible.

If food or beverage is brought in, the renter is responsible for delivery and cleanup.
Alcoholic beverages and illegal drugs are not permitted on the Bethany 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.

Rental Fees:

2 hour minimum required, no matter which space
from 2-11 hours – \$50/hour

12 hours (Day & Evening) - \$550
1-2 Days – negotiated rate

Note: Bethany may consider reduced rent for church members or mission partners.

Required along with receipt of signed agreement below:

Security Deposit of 25%
\$50 Refundable Cleaning Deposit

Security deposit is refundable if we receive cancellation notice 14 days prior to event.
Cleaning Deposit will be refunded if facility is left in clean order.

Requested Items

- | | | |
|---|---|---|
| <input type="checkbox"/> Hospitality/Commons Room | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Annex Meeting Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Parking Lot (Saturdays only) | |

PLEASE PRINT

Special Requests: _____

Date(s) of Use: _____

Hours of Use (including prep time): _____

Intended Use of Space: _____

Organization: _____

Organization Mailing Address (street, city, state, zip): _____

I understand my obligations, listed previously, and agree to this contract:

Contact Name (print please): _____

Signature: _____

Today's Date: _____ Position: _____

Phone Number: _____ E-mail: _____

Amount of Refundable Cleaning Deposit, plus 25 percent of Rental Rate: \$ _____

Bethany Church, 6230 Beacon Avenue S., Seattle, WA 98108

206-725-7535 fax: 206-723-4465 office@bethanyseattle.org bethanyseattle.org