

ROOM / EVENT RESERVATION FORM

BETHANY BAPTIST CHURCH, 275 West Market Street, Newark, NJ 07103
Office: 973-623-8161 Fax: 973-643-1701 www.bethany-newark.org

Member of Bethany _____ **Non Member** _____

Today's Date _____ Date(s) Requesting _____

Purpose of Event _____ Time: Start _____ End _____

Weekday events must conclude by 8:30 PM. Saturday events must conclude by 3:00 PM.

Reservation Made By _____

Organization _____ Event Contact/Coordinator _____

Phone _____ Email _____

Address _____ City/State _____ ZIP _____

Expected Attendance _____ Will you be obtaining RSVP's from attendees? _____

ROOM (S)

Chapel _____ Sanctuary _____ Fellowship Hall _____ Lounge _____

Seminar Room _____ Sunday School Room _____ Parking Lot _____

FURNITURE/EQUIPMENT

Chair(s) _____ Tables(s) _____ Piano _____ Microphone(s) _____

Other _____

KITCHEN USE ONLY

**If you need access to the Kitchen the Church Office will
contact someone from the Kitchen Committee to assist you.
Only pre-approved persons are allowed in the kitchen.**

I will need access to the Kitchen for: **Cooking** _____ **Clean-up** _____

Name of Committee Member assigned to this event _____

OFFICE USE ONLY

Reviewed By: _____ Date _____

Once you have read and agreed to our rental guidelines, please sign and return to the Church office and wait for Church approval before making any other arrangements. All rooms are on a first come basis. You will be notified of room assignment.

FACILITY RENTAL GUIDELINES

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1. Please make every effort to leave the facilities in the same order as you found it. Any moved furniture should be replaced. NO furniture should be moved in the sanctuary without prior approval. Any trash should be discarded, and any leftover items should be taken with you.
2. All children must be supervised during any event. No minors shall be allowed to roam the hallways or other areas of the church.
3. You must be done with your event, AND any cleanup, AND any load-out by the end of your reservation time.
4. No fire including wax candles are to be used for any purpose, in any area.
5. Rice and confetti are prohibited on Church premises.
6. No outside organizations are allowed to use Church kitchen utensils, glassware, silver, chinaware, tablecloths or linens.
7. Bethany is not responsible for lost, stolen or damaged property or equipment.
8. No smoking or alcoholic beverages on Bethany premises.



Today's Date _____

Name, Please Print

Please Sign