

BETHEL A.M.E. CHURCH

535 CATHAY STREET

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FACILITY RENTAL BOOKLET



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SENIOR MINISTER

Website: <http://www.bethel-saginaw.org>

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Introduction

Bethel A.M.E. Church has been a part of the Saginaw community for over 100 years. These years of service have given the church an opportunity to serve the needs of members through spiritual and economic development. As we continue to provide quality and needed services to this community, there is a need to provide meetings facilities to members and community agencies and organizations.

This package will clarify the church's policies and procedures for renting and reserving the physical facilities. These facilities are here to serve the members and the community. Please read the following information and contact the Administrative Assistant or Building Manager to rent/reserve the space you need.

Facilities Available

Sanctuary - The sanctuary is a large room with cushion pews and state of the art sound system. The main sanctuary seats 460 people and the balcony will seat 75 people. There is also an organ, piano, drum set, and kneeling altar. The church has the ability to make cassette tapes of your program, meeting, etc. The sanctuary could be used for funerals, general church meetings, weddings, prayer services, and other spiritual programs.

Fellowship Hall - A large 58 X 38 room with ample enough space to seat approximately 200 persons. It has a serving counter and kitchen adjacent to it. Many tables and chairs are available to be set up to meet your need. The room also has vending machines. The hall could be used for conferences, workshops, wedding receptions, meetings, and other community based activities and program.

Mini Chapel - A small chapel that holds 50 people. The chapel has an organ, piano, kneeling altar, display easel, chalkboard, and is tied into the church regular sound system. The chapel is available for: prayer meetings,

small weddings, church services, and other spiritual programs and activities.

Multi-Purpose Room/Gym - A large room that measures 84 X 52, and will seat 350 people. The room has goals for basketball, and other sport related activities could be played in this facility. There is also a boy and a girl locker room for changing clothes for various activities. This area could be used for graduation parties, wedding receptions, PTSA meetings, youth group meetings, basketball tournaments, and other sport activities and programs.

Conference Room - A general purpose room with tables and seating for about twenty-two (22) people. The room also has storage closet with a small sink and running water. It can be used for all types of meetings - i.g. club and organization meetings, program planning, etc. The room size is 26 X 16.

Old Lounge - Located across from the church nursery/Bishop Dining Room, and is a 20 X 17 room with a table and two (2) sofas. The lounge seats about 30 people. I could be used for planning meetings, group discussions, etc.

New Lounge - A modern room with new furnishings, and will seat about 20 people. The lounge is located in the Educational Center area, and could be used for small meetings and discussion groups. The side of the lounge is 16 X 17.

Library - The Library is a 20 X 20 room that seats about 20 people. Located in the library is a TV and VCR with monitor. Other types of media equipment are available to assist you in meeting your programming and meeting needs. The library area could be used for tutoring activities, study group sessions, general meeting, and audio presentations.

Classroom (Art & Craft) - This room measures 22 X 16, and will seat approximately 35 people. It also has storage cabinets, chalk-board & tables with chairs. This room is excellent for conducting meetings, arts and crafts, scout activities, bible studies, and other programs.

Church Nursery/Day Care Room - A 30 X 22 room that is large enough to be used as a multi-purpose room. It has a chalkboard, two (2) tables, and can seat approximately 50 people. The room could be used for board and organizational meetings, small workshops, small seminars, and other pro-

grams and activities.

Music Room - A 30 X 22 room with a piano, organ, drum set, and storage cabinets. The room will seat about 50 people, and can be used as a music practice room, workshops, various programs related to music, and other special programs.

Classroom #4 – This classroom is a 22 X 16 area with a chalk- board, tables, and chairs. The room seats 35 people, and can be used for meetings, group discussions, scouts' meetings and planning activities.

Classroom #9 - This classroom also has a 22 X 16 area with tables, chalk-board, and other basic items. The room will seat 35 people, and is an excellent room to have different group meetings, discussions, and other programs and events.

Small Kitchen - A modern kitchen with all major appliances and cooking facilities. It has a storage cooler and serving counter. The size of the kitchen is 24 X 20 and adjacent to Fellowship Hall.

Rental/Reserve Procedures

Individuals and organizations desiring the use of the sanctuary, fellowship hall, kitchens, chapel, classrooms, multi-purpose room/gym or conference rooms should contact the church office, and complete the form requesting the designated space. **Please return the completed form and contract along with 50% of the rental fee. A clean up fee in the amount of \$75.00 is required to use each kitchen. This fee is due and payable at the signing of the contract.** The balance of the rental fee will be due and payable between 8:00 am—5:00 pm (Monday—Friday). *All fees should be paid in cash, money order, certified check or bank cashier's check. No personal check will be accepted.*

There is a usage fee for all activities outside of our normal church related ministries and programs. **Members will not be charged** for the use of the sanctuary, mini-chapel, and rooms in fellowship hall for funerals and weddings. Members and church organizations will be charged **(50%)** of the

rate to rent the facility for wedding receptions, bridal showers, and fund-raising activities where food is prepared and/or sold. The kitchen fee will apply to members and church organizations.

Rate Sheet Rate Sheet

<u>RENTAL AREA</u>	<u>RENTAL FEE</u>
Sanctuary	
<u>Weekday (Monday-Thursday)</u>	
All Day (8 AM - 12 PM)	\$350
Half Day (8 AM-4 PM or 4 PM-12 PM)	\$200
<u>Weekend (Friday - Sunday*)</u>	
All Day(8 AM-12 PM)	\$450
Half Day(8 AM-12 PM or 4 PM-12 PM)	\$300
Fellowship Hall	
<u>Weekday (Monday-Thursday)</u>	
All Day (Without Kitchen - 8 AM-12 PM)	\$175
All Day (With Kitchen - 8 AM-12 PM)	\$300
Half Day (Without Kitchen - 8 AM-4 PM or 4 PM - 12 PM)	\$150
Half Day (With Kitchen - 8 AM-4 PM or 4 PM - 12 PM)	\$250
<u>Weekend (Friday - Sunday*)</u>	
All Day (Without Kitchen - 8 AM-12 PM)	\$225
All Day (With Kitchen - 8 AM-4 PM or 4 PM - 12 PM)	\$350
Half Day (Without Kitchen - 8 AM-4 PM or 4 PM)	\$175
Half Day (With Kitchen - 8 AM-4 PM or 4 PM-12 PM)	\$275
Mini-Chapel	
<u>Weekdays (Monday-Thursday)</u>	
All Day (8 AM - 12 PM)	\$250
Half Day (8 AM-4 PM or 4 PM-12 PM)	\$125
<u>Weekend (Friday - Sunday)</u>	
All Day (8 AM - 12 PM)	\$350
Half Day (8 AM-4 PM or 4 PM-12 PM)	\$250
Multi-Purpose Room/Gym	

Weekday (Monday-Thursday)

All Day(Without Kitchen) 8 AM - 12 PM	\$375
Half Day (Without Kitchen) 8 AM-4 PM or 4 PM - 12 PM	\$175
All Day(With Kitchen) 8 AM - 12 PM	\$475
Half Day (With Kitchen) 8 AM-4 PM or 4 PM - 12 PM	\$225

Weekend (Friday - Sunday*)

All Day (Without Kitchen) 8 AM - 12 PM	\$475
All Day (With Kitchen) 8 AM - 12 PM	\$575
Half Day (Without Kitchen) 8 AM-4 PM or 4 PM-12 PM	\$275
Half Day(With Kitchen) 8 AM-4 PM or 4 PM-12 PM	\$325

Conference Room

Half Day(8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Lounge I (Old)

Half Day(8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Lounge II (New)

Half Day(8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Library

Half Day(8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Classroom 1(Art & Craft)

Half Day(8 AM - 4 PM or 4 PM-12 PM)	\$ 75
All Day (8 AM—12 PM)	\$125

Classroom 4

Half Day(8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Classroom 9

Half Day (8AM-4PM or 4PM-12PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Music Room

Half Day (8 AM - 4 PM or 4 PM - 12 PM)	\$ 75
All Day(8 AM - 12 PM)	\$125

Nursery/Day Care Room

Half Day(8 AM - 4 PM or 4 PM	\$ 75
All Day(8 AM - 12 PM)	\$125

FEE STRUCTURE FOR CHURCH EQUIPMENT

<u>EQUIPMENT</u>	<u>MEMBER (PERSONAL)</u>	<u>NON-MEMBER</u>
Auto Cassette Tape & Operator	\$5.00 per hour	\$10.00 per hour
Copy Machine	\$.05 cent per side	\$.10 cent per side
Digital Hymnal	\$5.00 per hour	\$10.00 per hour
Drums	Included in Rental Fee	\$10.00 per hour
Fax Machine	\$.50 cent per page	\$1.00 per page
Projection System	\$10.00 per hour	\$25.00 per hour
Organ	Included in Rental Fee	\$10.0 per hour
Piano	Included in Rental Fee	\$10.00 per hour
TV & VCR	Included in Rental Fee	\$10.00 per hour

Major Kitchen Appliances Included in Rental fee for each kitchen

***NOTE: A \$75.00 CLEAN-UP FEE WILL BE CHARGED FOR KITCHEN USAGE.**

THESE FACILITIES ARE NOT RENTED FROM 8 AM-2:30 PM ON SUNDAY

NOTE: SECURITY MAY BE REQUIRED FOR LARGE GROUPS AT RENTER'S EXPENSE.

**BETHEL AFRICAN METHODIST EPISCOPAL
CHURCH
535 CATHAY STREET
SAGINAW, MI 48601**

**BUILDING USE CONTRACT BUILDING USE
CONTRACT**

In consideration of the fees and covenants herein expressed, the Bethel African Methodist Episcopal Church, herein referred to as "Church," does hereby grant permission to Company Name _____ c/o _____
Address _____ City _____
State ____ Telephone _____, hereinafter referred to as the "User" to use the facilities of the Church as set forth and described herein and in the *Facility Information Booklet* attached hereto and made a part hereof.

This Contract of Use Permit is granted upon the following terms and conditions. Failure to comply with the below described terms and conditions shall cause this Contract to become null and void.

1. User shall have the use of the following described facilities: As set forth in the *Facility Information Booklet* and so designated (heat and/or air conditioning and normal janitorial services.)
2. The fee or fees to be paid by the User are in the amounts and on the basis and terms as set forth in the *Facility Information Booklet*.

3. All setup and technical details are required to be submitted to the Church thirty (30) days in advance of the event. Any and all changes after the original setup shall be charged at the prevailing labor rate if done by the Church.
4. There shall be a deposit paid to the Church in the amount of fifty (50%) percent of the fee upon the signing of the Contract with the remaining fifty (50%) percent to be paid on the day of the event. The deposit of fifty (50%) percent of the fee is non-refundable and shall be retained by the Church as liquidated damages if and in the event the facility is not used pursuant to this Contract.
5. User agrees to pay all fees due under this Contract in *cash, certified check, money order or bank cashier's check made payable to Bethel A.M.E. Church.*
6. User shall not televise or broadcast User's event without the pastor's (and/or his designee) approval in writing. If User desires to televise or broadcast an event, User agrees to pay fifteen (15%) percent of the consideration received by User and in addition thereto shall pay all costs in connection with televising or broadcasting the event.
7. Time shall be of the essence in this agreement and the time granted shall not be extended for the occupancy or use of the premises or facilities without the written permission of the pastor. All additional time shall be paid for according to the schedule of fees as established from time to time by the Church.
8. If and in the event User desires to use kitchen facilities, it must notify the Church and identify the individuals responsible for food preparation. User shall be charged for

kitchen cleanup (see amount listed under *Rental/Reserve Procedures*.) User agrees that other facilities shall be left in as clean a condition, or cleaner, as when presented to the User.

9. User shall not sell or cause to be sold program and/or other novelties in or about the described facilities, except on terms and conditions as established by the Church.
10. User expressly agrees to comply with all laws, ordinances and statutes of the City of Saginaw, State of Michigan and the United States applicable to the use of the described facilities and to pay all taxes imposed by law in connection with its use and occupancy, if any. User further expressly agrees to comply with all rules and ordinances of the Church.
11. User further agrees that no advertising or other matters shall be placed or posted or distributed in or about the facilities or announced or publicized over any loudspeaker system without having first obtained the written permission of the pastor.
12. User agrees it will not distribute in any manner, or permit to be distributed in any manner, tickets in excess of seating capacity or admit a larger number of persons than can be safely and freely moved about in the space contracted for and the decision of the pastor in this respect shall be final.
13. User shall not injure, mar or in any way deface the premises and shall not cause or permit anything to be done whereby said premises shall be in any manner injured, marred or defaced and will not drive or permit to be driven, nails, hooks, tacks or screws in any part thereof and will not make or allow to be made any alterations of any kind

therein.

14. **Erection of special platforms, water tanks, scaffolding, rigging and other apparatus is the responsibility of the User. In order to ensure the safety of User and the public, the Church reserves the right, through the pastor, and/or his representative, to reject any of the above mentioned items. User will then take the necessary action required to ensure the safety of its guests and the public.**
15. **User agrees that it will not use the Church's equipment, tools or furnishings located in or about the facilities without first seeking and receiving the written approval of the pastor.**
16. **User understands and agrees that during the term of this Contract, other events may be held in other parts of the Church not included in this Contract and user shall so conduct its activities so as not to interfere with such other events.**
17. **If, at any time, the uses of the premises by the User violate an ordinance of the City of Saginaw, laws of the State of Michigan and/or the United States of America or rules and ordinances of the Church, User shall either immediately cease and desist from continuing such use or surrender the premises forthwith upon the demand of the pastor and/or his representative.**
18. **User agrees that before contracting with a decorating firm, the name of the firm, the type of decorations and the booth layout, if any, will be submitted to the pastor for approval and User and decorator shall be responsible to the pastor for any damage to the building for the erection of such**

booth or decorations. The Church shall not be responsible for damage to or loss of such material and/or equipment. User agrees to compensate the Church for any loss of damage to its equipment, damage to any of its wiring or damage to the premises from any cause during the term of this contract.

19. User shall indemnify the Church, its officers, its employees, agents and assigns free from any and all loss, including but not limited to all costs, court costs and attorney fees for personal or property damage or bodily injury, including death, to the any person or persons arising from any cause or for any reason whatsoever in or about the described facilities. User further agrees to waive all claims on account of any loss, damage or injury from whatever cause which may occur to User or User's property in the use and occupancy of the described premises, and the giving of this waiver being one of the conditions upon which this Contract is entered into.
20. User agrees that the pastor and/or his designated representative may enter upon the used facilities as herein described at all reasonable times to make inspection or other inquiries and conformity with this Contract.
21. User expressly agrees and understands that smoking and/or the consumption of tobacco is prohibited on the premises and that the possession, use or consumption of alcoholic beverages is also expressly prohibited.

This Contract constitutes the entire agreement between the parties hereto.

IN WITNESS WHEREOF, the Church has caused these present to be signed by its pastor and/or his designated representative and the User (by its designated representative) have

executed the same as of the Month _____
Date _____ Year _____.

User Signature

BETHEL A.M.E. CHURCH

Pastor's Signature

BETHEL A.M.E. CHURCH

Board of Trustee Member or Pastor's
designated representative

CHURCH OFFICE STAFF

OFFICE MANAGER—CHERI SMITH

BOOKKEEPER— ROCHELLE McCAIN

BUILDING MANAGER—BERNARD GRAHAM

Hours of Operations

Monday—Friday

9:00 am—4:00 pm

FORM FOR USE OF FACILITIES

REQUESTED AREA (PLEASE CHECK BOX BELOW)

- Sanctuary
- Mini Chapel
- Conference Room
- Library
- Small Kitchen (off Fellowship Hall)
Deposit Required: Y _____ No _____
- Parking Lot (car washes, carnivals, etc.)
- Fellowship Hall
- Multi-Purpose Room/Gym
- Large Kitchen (off Multi-Purpose Room)
Deposit Required: Y _____ No _____
- Old Lounge
- New Lounge
- Classroom (Room # _____)
- Bishop's Dining Room

VEHICLES FOR CHURCH TRAVEL

- Bus Driver: _____
- Van Driver: _____

ORGANIZATION/GROUP

Name: _____

Church Related: Yes _____ No _____

Purpose/Function To Be Held: _____

Deposit Paid: _____ Date: _____ Check ___ Cash ___ Voucher _____

Date of Function: _____ Time _____ Attendance _____

Contact Person: _____ Telephone: _____

Today's Date: _____ Approved By: _____

SPECIAL INSTRUCTIONS & SUPPLIES NEEDED:

Please draw a diagram for any special arrangement/set-up you may need

*******FOR OFFICE USE ONLY*******

Deposit Disposition: Returned:_____ Date:_____

Retained:_____ Date:_____

Kitchen Committee Chairperson

Kitchen Committee Member

Reason for Retention: _____
