



# Bethel African Methodist Episcopal Church Detroit

## *Guidelines and Expenses for General Use of Church Facilities*

Bethel A.M.E. Church is pleased to make its facilities available for events consistent with the best interest of the church and community. If your request is approved, the church assumes no responsibility for conditions or acts beyond its control. The parties making the request are expected and required to use the facilities with normal care and consideration. Acceptable scheduled use for any activity shall not exceed four (4) hours. An overtime fee of fifty dollars (\$50.00) will be charged for each additional hour or for any part of an hour used.

To avoid cross scheduling of events, all services and/or events shall be scheduled through the Administrative Assistant or Senior Pastor, with Trustee Board approval. Events not sanctioned by the church office are not supported. Your cooperation is appreciated. All fees are due two (2) weeks prior to event.

### **I. SANCTUARY – For Concerts, Weddings, Workshops and Public Meetings.**

- a. A \$200 security deposit is required fourteen (14) days prior to the date of the event, and will be refunded in full, following a satisfactory inspection. A detailed summary of charges, for deposits not returned, will be provided.
- b. For set ups, any equipment brought onto or into the premises must be approved by church personnel. The church is not responsible for damages to personal property or equipment.
- c. The cost of the sanctuary includes one (1) rehearsal. The cost of each additional rehearsal is \$100.00.

### **II. FELLOWSHIP HALL / BROOKS CHAPEL HALL – For Concerts, Workshops and Public Meetings**

- a. A \$100 security deposit is required fourteen (14) day prior to the date of the event, and will be refunded in full, following a satisfactory inspection. A detailed summary of charges, for deposits not returned, will be provided.
- b. There is a fifty-dollar (\$50.00), set up fee for “Sit Down” receptions, which includes
  - i. The use of one coffee urn, tables and chairs.
  - ii. You must complete and submit a “Building Use” request form
- c. For set ups, any equipment brought onto or into the premises must be approved by church personnel. The church is not responsible for damages to personal property or equipment.

### **III. Parlor, Choir Room or any other room in the church – For Workshops and Public Meetings**

- a. For set ups, any equipment brought onto or into the premises must be approved by church personnel. The church is not responsible for damages to personal property or equipment.

### **IV. Music – Pianist, Organist, Soloist, etc.**

- a. All arrangements for musicians must be handled between the party and selected musician(s).
- b. A list of available musicians will be provided upon request.

### **V. Kitchen**

- a. Partial use is defined as: Kitchen to be used to set up refreshments only - No Cooking.
- b. Full use includes access to refrigerator, freezer, stove, oven, fryer, sinks and dishwasher.
- c. For full kitchen use a \$100 security deposit is required fourteen (14) days, prior to the date of the event, and will be refunded in full, following a satisfactory inspection. A detailed summary of charges, for deposits not returned, will be provided.
- d. Persons using the kitchen must clean or arrange for proper cleaning to ensure it is left clean and in order for full refund.
- e. Rental of supplies are available for a nominal fee (for example, plates, glasses, pitchers, silver ware). A fee sheet will be provided if needed.
- f. A member of the Kitchen Committee or a Trustee must be available at all functions.

### **VI. Church Wedding Coordinator (required)**

- a. Serves as the coordinator between the church and the bride or groom, and communicates what is and is not acceptable at Bethel.
- b. Coordinates the needs and concerns of the church with the responsible party.

- c. For an additional fee, the Bethel Wedding Coordinator is available to serve as the Wedding and/or Reception Coordinator.
- d. Should you have a personal Wedding Coordinator, Bethel's coordinator must be on sight to answer questions and concerns of the personal consultant, during the wedding rehearsal, wedding and/or reception.

**VII. Member / Non-Members**

- a. Members applying for personal use of the church for profit will be charged the Non-member rate
- b. Members include all persons who have joined the church, completed new members class and received a certificate of membership

**VIII. Funerals**

- a. Includes a Repast at no charge for up to 25 meals. Additional meals may be purchased by the family or responsible party based upon meal selection and price of the caterer.
- b. Payment for additional meals must be paid prior to the day of service.
- c. All funerals must begin no later than 11:00 a.m., and the family hour beginning no later than 10:30 a.m.



**Agreement for Use & Services of  
Bethel African Methodist Episcopal Church  
5050 Richard Allen Boulevard, Detroit, Michigan 48202**

**NON-MEMBER**

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Name \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Date(s) of Rehearsal \_\_\_\_\_

Time of Rehearsal \_\_\_\_\_

*Please indicate services required by initialing each line. One signature establishes agreement of terms for all parties.*

**BUILDING**

			<i>Deposit</i>
_____/_____	Total Use of Building (4 Hours)	\$1,700	\$400
_____/_____	Sanctuary	\$1,000	\$200
_____/_____	Additional Rehearsals (sanctuary)	\$100	
_____/_____	Lewis Fellowship Hall	\$300	\$100
_____/_____	Kitchen (Full / Partial)	\$200 / \$50	\$100
_____/_____	Parlor	\$100	
_____/_____	Brooks Chapel Hall	\$200	\$100
_____/_____	Choir Room	\$50	
_____/_____	Brides Room	\$50	
_____/_____	Usher's Room	\$50	
_____/_____	Library	\$50	
	_____ Total Building Cost		

**MUSIC (Optional, reference Guidelines)**

**SERVICES**

_____/_____	Sound Room & Technician (Required, provided by the church)		
	Rehearsal (each)	\$50	
	Wedding	\$50	
_____/_____	Church's Wedding Coordinator (Required, even if you have your own)		
	Rehearsal & Wedding	\$100	
_____/_____	Church's Wedding Coordinator (If you do not have your own)		
	Rehearsal	\$100	
	Wedding	\$250	
	Reception	Price to be negotiated with coordinator	
	_____ Total Event Cost		

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_