

**Bethel A.M.E. Church**  
**5050 Richard Allen Boulevard, Detroit, MI 48202**  
**Guidelines and Expenses for General Use of Church Facilities**

Bethel A.M.E. Church is pleased to offer its facilities for events consistent with the best interest of the Church and community. If your request is approved, Bethel A.M.E. Church assumes no responsibility for conditions or acts beyond its control *and shall not be held liable for accidents to anyone attending private events or activities.*

- A “**Building Use**” request form, available upon request, must be completed and submitted.
- The party/parties making the request is expected and required to use the facilities with normal care and consideration.
- Scheduled use for all activities or events shall not exceed four (4) hours. Should the event or activity exceed four (4) hours, a fee of fifty dollars (\$50.00) will be charged for each additional hour or for any part of an hour used.
- The balance of the contracted fee is due two (2) weeks prior to the date of the event. Failure to comply may result in cancellation of your event and your booking fee of \$200.00 will not be refunded.
- A full list of services and fees are provided for your convenience.

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 cannot be supported. Your understanding and cooperation are appreciated.

**SPECIAL NOTES:**

**1. Deposit:**

- a. To secure your date, a **\$200.00 deposit** is due when your application is approved. This deposit is non-refundable if cancelled within two (2) weeks of the date of the event.
- b. Should your event require the use of the full **\*\$200.00 Kitchen Use fee** is required and due two (2) weeks prior to the date of the event.

**2. Cancellation Policy:**

- a. Events cancelled prior to one month of the event will receive a full refund; however, if cancelled within two (2) weeks of the date of the event, your deposit will not be refunded.

**3. Event Set Up:**

1. For “Sit Down” receptions, a fifty-dollar (\$50.00) set up fee is required and includes:
  2. The use of one (1) coffee urn,
  3. Round or rectangle tables and chairs, or combination.
  4. Personal equipment must be approved, in advance, by Church personnel; however, the Church is not responsible for damage to personal property or equipment.

**4. Musicians, Pianist, Organist, Soloist, etc.:**

- a. Arrangements for musicians must be handled between the party and selected musicians.
- b. Visiting Musicians are not permitted to move or rearrange church equipment or instruments and must request assistance from church staff if necessary.
- c. A list of available musicians will be provided upon request.

**5. Kitchen Use:**

- a. *Full use of the kitchen* includes access to all kitchen facilities, stove, refrigerator, warming station, and utensils.
- b. *Partial use of the Kitchen* is defined as refreshment set up only. There will be no preparation of meals or warming of food. Use of the warming station, stove, refrigerators, etc. is prohibited. You may bring in chaffing dishes and Hot boxes to keep food warm.
- c. A member of the Kitchen Committee or a Trustee of Bethel ***must*** be available at all functions.

**6. Church Wedding Coordinator (required):**

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



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

**NON-MEMBER**

Name \_\_\_\_\_

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

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

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

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

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

*Please indicate services needed.*

<b>BUILDING</b>	<i>Cost</i>	
_____ Wedding Package (Sanctuary, Choir Rm, Parlor) & Required Wedding Coordinator	\$1,200	
_____ Funeral Package (Sanctuary, Audio and Bereavement Coordinator)	\$1,150	
_____ Sanctuary (Includes Audio)	\$1,000	
_____ Brooks Chapel Hall	\$ 200	
_____ Choir Room	\$ 50	
_____ Nurse's Room	\$ 50	
_____ Usher's Room	\$ 50	
_____ Lewis Fellowship Hall	\$ 300	
_____ Kitchen (Full)	\$ 200	
_____ Kitchen (Partial)	\$ 50	
_____ Parlor	\$ 50	
_____ Library	\$ 50	
		_____ Total Building Cost

<b>SERVICES</b>		
_____ Security	\$265 (4 Hours) (TBD)	
_____ Projector	\$ 50	
_____ 70 Inch TV	\$170.00	
_____ Organist	\$200.00	
_____ Audio Technician (Required for Wedding & Funerals)	\$ 75.00	
_____ Zoom (Tech Availability)	\$150.00	
_____ Soloist (Availability)	(TBD)	
		_____ Total of Services

\_\_\_\_\_ Total Event Cost

**CLIENT**

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

**TRUSTEE**

Signature \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_