



Bethel Lutheran Church 5658 N. Denver Ave., Portland, OR 97217
503.285.4919 bethellutheran@bethelpdx.org

Application for One Time Building Use

Date of Application: _____
Name of Group: _____
Contact Person: _____
Phone Number: _____
Email: _____
Address: _____

Requested
Date: _____
Requested Time:
Start: _____ End: _____
Allow time for clean-up and set-up

Activity for requested use of space:

Would you like assistance with set-up or clean-up? Additional fees are added if space is not cleaned after event and will be billed.

How many people do you plan on attending this event?

What rooms are needed for this event? (Sanctuary, Church Hall)

Can you provide proof of liability insurance? (See Hold Harmless Agreement)

Please provide a brief but precise description of the purpose and activities of your organization or group.

Scheduling:

One time use is up to the discretion of the Pastor and office administrator and is decided on a case-by-case instance. This can take up to two weeks for approval so please plan accordingly. If approved, you will be put on the calendar. If this event is open to the public, we are happy to include it in our weekly online newsletter. For further information please contact the office at 503.285.4919 or email at bethellutheran@bethelpdx.org

Office use only: Application received: Approval date: Deposit \$ _____	Confirmation and placement on Calendar: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Key given to: _____ By: _____ date: _____ Key # _____ Rtn date: _____</div>
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