



Bethel Lutheran Church
5658 N. Denver Ave.
Portland, Oregon 97217

Phone: 503.285.4919

Email: bethellutheran@bethelpdx.org

Application for Ongoing Building Use

Date of Application: _____

Name of Group: _____

Contact person: _____

Phone number: _____

Email: _____

Address: _____

Starting date: _____ Ending Date: _____

Time: To _____ From _____ (include set-up & clean-up)

What day or days of the week? _____

Do you need assistance with set-up and/or clean-up? (additional fees will be added if room is not cleaned after use)

Which space or spaces are you requesting?

We have the Sanctuary and Fellowship Hall available. We can accommodate up to 80 people for each space.

Storage space is very limited we will do our best to accommodate. This will be negotiated before approval.

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

Can you provide proof of liability insurance? Please see Hold Harmless Agreement.

Scheduling:

Ongoing use must be approved by the Bethel Council. They meet on the 3rd Sunday of the month. Your application will be considered at the next regularly scheduled meeting after we receive it.

Once approved, you will be added to the calendar. Let us know if you would like your event to be published in our weekly online newsletter. Any questions please email bethellutheran@bethelpdx.org or call the office (Wed. and Thurs.) at 503.285.4919

Office use only:	Confirmation from applicant:				
Application received date:	<table border="1"><tr><td data-bbox="818 848 1386 882">Key given to: _____</td></tr><tr><td data-bbox="818 884 1386 917">By: _____ Date: _____</td></tr><tr><td data-bbox="818 919 1386 953">Key return date: _____</td></tr><tr><td data-bbox="818 955 1386 989">Key # _____</td></tr></table>	Key given to: _____	By: _____ Date: _____	Key return date: _____	Key # _____
Key given to: _____					
By: _____ Date: _____					
Key return date: _____					
Key # _____					
Council action date:					
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied				
Building use fee \$	received ck # _____ or Venmo reference				