



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

Phone: 503.285.4919

Email: bethellutheran@bethelpdx.org

Date

Dear

Thank you for your interest in using our facility. It is our hope that we will be able to work together to provide a safe and welcoming space for many different activities. If at any time in the process of arranging building use you have questions please call or email the church office, listed above.

The mission of Bethel Lutheran Church is:

Bethel Lutheran Church is a community whose mission is to worship God together, to proclaim the good news of grace, and to show hospitality to all people. We will grow in faith through sharing, learning, nurturing and supporting one another, and doing Christ's work in the world.

One of the ways we live out our mission is by sharing our space with the community. Please fill out the attached forms and return it to us as soon as possible. One-time events are approved by staff. On-going use requires the approval of the church council, which meets on the 3rd Sunday of the month.

Please allow time in your schedule for set up and clean up. We have staff available to help with these activities if you choose. Fees depend on how much time is required, how much of the building is used, and the time and effort to set up the event. Many different people and groups share the church's space. To make everyone's experience here as pleasant as possible please clean and replace equipment so that things are the way you found them – or even better!

Sincerely,

The Staff of Bethel Lutheran Church