



**2009 – 2010 Mt. Bethel United Methodist Church**  
**Music Recital Usage Policy                      Instrumental – Piano - Voice**  
3239 70th Street East, Inver Grove Heights, MN 55076

**Facility:** Excellent acoustics Sanctuary, 120 chair flexible seating. Main entrance usage, (no food/beverage in this area) a nearby fellowship hall with standard kitchen.

**Piano:** 6 foot grand piano with artist bench. New in 2008.

**Responsibilities:** Returning the Sanctuary, entry, fellowship hall and kitchen to a clean neat condition as when placed in your care.

- Building use is limited to the area requested and the restrooms.
- Liable for damage resulting from use of church property or equipment.
- Use of the sound equipment must be arranged in advance. Sound System/LCD projector usage \$40. Payable to the Church's qualified soundboard operator.
- No Smoking

**Facility fee:** Free-will offering. It is appropriate to make a donation to Mt. Bethel UMC for its use.

- \$50 Reservation deposit payable to Mt. Bethel United Methodist Church, Memo: Recital Reservation.
- Reservation - reserved on a first-come-first-served basis and subject to Ad Board approval.
- If circumstances of the facility user require the need to cancel an event, no fees will be due if notification to Mt. Bethel UNC has been received at least 30 days in advance of the event date. Notification of cancellation within 29 or few calendar days will require the payment of a cancellation fee of \$50 unless the circumstances necessitating the cancellation are exceptional and unavoidable.
- \$50 Reservation deposit returned to client upon successful use and care of facility.
- \$300 Damage deposit is waived. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of reservation/calendar deposit and possible additional costs of replacement and/or repair of damaged property.
- Instrument tuning is an option available upon request; however Mt Bethel UMC has its pianos maintained/tuned on a regular basis throughout the year. If you choose, a fee of \$80 payable to Mt. Bethel UMC to have the piano tuned outside of the church's regular maintenance/tuning schedule.

Note: Sanctuary not available Sunday mornings & evenings and most Monday evenings due to Worship services

Further information or viewing by appointment, contact Mt. Bethel UMC Secretary, Pam Roesler  
Pastor John McEachran

Phone: 651-451-3636

Email: [mtbethel2@msn.com](mailto:mtbethel2@msn.com)

Web page: <http://www.whatagreatchurch.org/mtbethelumc>

Office hours: September to May: Mon-Thurs 9-3p.

Summer: June - August: Tues & Wed 9-3p

Office closed over noon hour for lunch.



# Application for Music Recital Facility Use of Mt. Bethel United Methodist Church

3239 70th St. East, Inver Grove Heights, MN 55076

Date of Application \_\_\_\_\_ Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number -Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Phone Work: \_\_\_\_\_

Date of Use: Mo/Da/Yr \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Type of recital (circle): Instrumental: \_\_\_\_\_ Piano \_\_\_\_\_ Voice \_\_\_\_\_

Room(s) Needed (circle): Sanctuary, Fellowship Hall, Kitchen

Piano placement description:

Anticipated Attendance # \_\_\_\_\_

Yes\_\_\_ No\_\_\_ Sound System/LCD projector usage \$40. Payable to the Church's qualified soundboard operator. Check payable to: \_\_\_\_\_ Due at time of recital.

Yes\_\_\_ No\_\_\_ Additional piano tuning outside of Church's tuning schedule. \$80 Payable to: Mt. Bethel UMC, Due 30 days prior to recital date.

I/we agree to abide by the Recital usage policy of Mt. Bethel UMC. Major items regarding policy appear on the back of this form. Users are responsible for adhering to the Recital Usage Policy in its entirety. Fee: Free-will offering. It is appropriate to make a donation to Mt. Bethel UMC for its use.

Date: \_\_\_\_\_ Reservation Deposit fee \$ \_\_\_\_\_ Check number: \_\_\_\_\_

Signature \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Administrative Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Church Rep Signature: \_\_\_\_\_ Title: \_\_\_\_\_