

Brentwood Presbyterian Church
12000 San Vicente Boulevard
Los Angeles, CA 90049
(310) 826-5656

Application for Use of Property

Event: _____ Event Date: _____ Time: _____

Organization: _____ Chair: _____

Phone: _____ Email: _____

Address: _____

Type of Program: _____

Accommodation Requested: _____

Financial Agreement/Sponsorship Identification: _____

Size of group, equipment needed, etc.: _____

Custodial Services needed: _____

Remarks: _____

Agreement

Our organization agrees to observe all restrictions and pay all fees set by Brentwood Presbyterian Church as listed on the back of this form.

By: _____ Date: _____

Reviewed: _____ Date: _____

Approved by BPC Facilities Committee:

YES: _____ NO: _____ Date: _____

Restrictions and Fees

It is our desire at Brentwood Presbyterian Church to serve you. BPC offers its facilities for one-time events on an as-available basis only, and all requests for usage by outside groups must comply with our BPC Facilities Guidelines and be approved by the Facilities Committee. The following restrictions apply for all events:

1. The facilities are available for rental to non-profit 501(c)3 qualified groups only.
2. This is a no-smoking facility.
3. Alcoholic beverages may not be served.
4. BPC can accommodate a maximum of 300 people.
5. An event may not exceed three hours duration.
6. No fundraising events are allowed for outside groups on church premises.

The costs listed below are a direct return of the costs involved for use of our facilities. *A separate rate schedule* would apply for catered meals or other sit-down events.

Room Usage Donation Rate:

Sanctuary	\$600.00	(holds 333 max. per fire code)
Fellowship Hall	\$500.00	(hold @350-400 lecture style)
Garden Room	\$300.00	(holds 80-90 max. lecture-style)
Room 121	\$200.00	(holds 50-60 max. lecture style)
Kitchen Use*	\$200.00	
All Other Classrooms	\$100.00	(small meeting spaces – 20 or less)
Patios, garden areas	\$100.00	
Custodial Fee (in addition to room rental fee)	\$100.00	

*The Kitchen may only be used by groups if a member of the BPC Kitchen Committee staff has been hired to assist.

Media Support:

\$200 minimum charge for up to a three (3) hour event.

Kitchen Staff Hourly Rate:

\$50 per hour with a three (3) hour minimum.

Beverage Donation Rate:

Coffee Setup (regular or decaf)	\$50 minimum
more than 50 people	\$1 add. per person

Equipment Donation Rate: \$25 each item

TV/DVD Player
Flip Chart Easel with paper and markers
Portable Screen
Microphone/sound system setup (does not include fee if audio technician needed)
Empty coffee urn (for groups preparing their own coffee)