

# Bellevue Presbyterian Church

## Facility Use Request Process

Thank you for inquiring about the use of our church facilities for your event.

**All organizations need to be a non-profit organization and have insurance to rent Bellevue Presbyterian facilities.**

Please complete the Facility Use Request Form. The more details you can provide, the better I may be able to serve you and find you just the right space.

Once I have your application, I am able to factor in your request of date, existing programs already scheduled, the availability of the size rooms you need, and your specific needs of equipment, etc.

Completing this request does not guarantee the space availability for you. Only after all the paperwork, a \$100 non-refundable room deposit, contracts and agreements have been signed and returned to me, will the application process be finalized and the space stated in the contract then be reserved for you.

I will contact you by email or phone as soon as I know the status of your request. Please note it may take up to two weeks to process your request.

Thank you for your interest in Bellevue Presbyterian facilities and sharing in our church community. I look forward to working with you to find the right fit for your event.

Sincerely,

Monika Stewart  
Outside Events Coordinator  
events@belpres.org

Bellevue Presbyterian Church  
1717 Bellevue Way NE  
Bellevue WA 98004  
(425) 454-3082 www.belpres.org

# Facility Use Request Form

ORGANIZATION: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Non-Profit ID # \_\_\_\_\_ *(Must be Non-Profit to rent room/space)*

Liability Insurance Carrier: \_\_\_\_\_ *(Must provide Certificate of Liability Insurance)*

Address: \_\_\_\_\_

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

City: \_\_\_\_\_

Home Phone: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

ALTERNATE DATE(S): \_\_\_\_\_

Event time: \_\_\_\_\_ TO \_\_\_\_\_

Arrival time: \_\_\_\_\_ Depart time: \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_ *(Must include setup, take-down, and cleanup time)*

Type of Activity:  Meeting  Conference  Breakfast/Brunch/Lunch/Dinner  Recital  Other

Anticipated Attendance: \_\_\_\_\_

Number of rooms needed: \_\_\_\_\_

Specific room request(s): \_\_\_\_\_

Describe your event in as much detail as possible: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Is your group affiliated with Bellevue Presbyterian Church?  Yes  No  
If yes, please explain how: \_\_\_\_\_

2. Have you ever rented space at Bellevue Presbyterian Church?  Yes  No  
If yes, when: \_\_\_\_\_

3. Will you be serving food?  Yes  No (Note: Kitchen fees \$125/hr)  
If yes, who is providing?  Group Member  Catered  Cooking onsite  
*We do not provide food, table cloths or dishes. Coffee/water service can be made available with extra charge.*

4. Will you be serving refreshments?  Yes  No *Alcoholic beverages or red punch are **not** allowed*

5. Will you be requesting coffee/water service?  Yes  No \$50 per 100 people

6. Will you be selling anything?  Yes  No  
If yes, what will you be selling and who will the proceeds go to? \_\_\_\_\_

7. Will there be music?  Yes  No  
*If sound/AV is requested, a BelPres AV Coordinator must be hired to run the sound system  
BelPres AV Coordinator – \$50/hour - 3 hour minimum*

8. Will you need use of a piano?  Yes  No *Piano Use Agreement will be required*

9. Indicate the number of chairs and tables needed:

\_\_\_\_\_ Chairs

\_\_\_\_\_ 60" round tables (*seats eight per table*) (20 max. available)

\_\_\_\_\_ 35" round tables (*seats four per table*) (10 max. available)

\_\_\_\_\_ 8' rectangular tables (*seats ten per table*)

*Chairs in Sanctuary may not be moved without special permission, and only done by BelPres staff.*

10. On-site equipment to be used (*indicate number needed for all that apply*):

*If sound/AV is requested, a BelPres AV Coordinator must be hired to run the sound system  
BelPres AV Coordinator – \$50/hour - 3 hour minimum*

Microphone(s): \_\_\_\_\_ Lapel: \_\_\_\_\_ On Stand: \_\_\_\_\_ Wireless: \_\_\_\_\_

Projector *\*\*We only have power point projectors available for rent in our large meeting rooms.*

Screen

Lectern – tall/floor  Lectern – short/table top

Stage (*applies only to Community Center*)

Carpet down (*applies only to Community Center*)

Other - \_\_\_\_\_

11. Describe any equipment you intend bring with you to use: \_\_\_\_\_

12. Will you be having rental equipment delivered?  Yes  No

If yes, what items: \_\_\_\_\_

Date/time: Delivery- \_\_\_\_\_ Pick up - \_\_\_\_\_