

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 chance of knowing what accommodations are needed for your event.

Once we have your application, our facilities team will factor in your event date(s) and needs (equipment, rooms, parking etc.), with our existing scheduled programs to determine if we can accommodate your request.

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

Please note it may take up to two weeks to process your request. You will be contacted by email or phone as soon as we know the status of your request.

Thank you for your interest in Bellevue Presbyterian facilities and sharing in our church community. We look forward to helping you with your special event.

Sincerely,
Susan Henrich
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 - _____