**Bread of Life Christian Church In Seattle (BOLCCIS)**

[**www.bolccis.org**](http://www.bolccis.org)Email: bolccis@yahoo.com

BOLCCIS Facility Usage Policy

Eligibility

We welcome all events that reflect Christian principles and values to use the facility. However, BOLCCIS will not allow events to be held on the premises with political agenda or sponsored by non-Christian religious groups.

Priority

Church sponsored events have first priority over other events. BOLCCIS reserves the right to deny the usage of its facility to any individual or organization.

Rental Fee Exemption and Rules

Events that fall under one of the following categories are exempted from rental fee.

- Events sponsored by ministry teams, centers, zones and cell groups for the purpose of outreach to the community, spiritual revival, Christian education, and Christian fellowship.

- Church sponsored events and/or organizations (approved by Executive Pastoral team) for community service such as food bank, cancer society, etc.

All other events or organizations will not be exempted from facility rental fee, unless specifically approved by EPT. Such approval will be considered on case by case basis.

When BOLCCIS agrees to officially sponsor an event that is organized by a non-member, a suggested donation will be asked to cover the operating cost.

For non-BOLCCIS-sponsored events that are organized by BOLCCIS members, the event will enjoy a 50% discount off the regular rental fee, while all rental rules and regulations (specified in Facility Rental Policy and Facility Rental Agreement) still apply.

Facility Reservation Procedure

1. Reservations are accepted no more than 6 months and no less than 30 days in advance (except those approved by the Executive Pastoral Team).
2. If the events are qualified for rental fee exemption, fill out the Room Reservation form only; otherwise, the Facility Rental Agreement form is needed for the application (provided by the office manager only).
3. Application must be filed in person directly to the church office manager. Reservation requests through other means will result in delaying the application process.
4. Please obtain a copy of the Facility Rental Policy from the church office or website. The policy contains useful information regarding the rules and regulations in using the BOLCCIS facility.

Revised: 8/12/2013

Bread of Life Christian Church in Seattle (BOLCCIS) ***西雅圖靈糧堂***

1331 118th Ave SE, #150, Bellevue, WA 98058

**Facility Reservation Form**

**EVENT CONTENT** (Please contact/submit to your main contact in the office)

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name**  |  | **Date**  |  |
| **Owner & Event Content**  |  |  |
| **Coordinator**  | First Name Last Name  | E-mail  |  |
| Cell Phone#  | Home Phone#  |
| **Main Contact in Office**  | First Name Last Name  | E-mail  |  |
| Cell Phone#  | Home Phone#  |
| **Set up Team Leader**  | First Name Last Name  | E-mail  |  |
| Cell Phone#  | Home Phone#  |
| **Clean up Team Leader**  | First Name Last Name  | E-mail  |  |
| Cell Phone#  | Home Phone#  |

**FACILITY RESERVATION** (Please contact Matt Wu, 425-454-2165 bolccis@yahoo.com)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room Name/Number**  | **Date**  | **\*Time Duration**  | **Purpose**  |  | **Remark**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**\***Including rehearsal, decoration, set up, clean up time.

**Submit by:**  **Phone# :**  **E-mail:**  **Date: / /**

BOLCCIS Facility Information:

A Mandatory Cleaning fee of $200 will be charged for large-scale events held in Main Santuary (such as concerts, orchestras, any events that require a lot of maneuvering of our chairs and stage). A mandatory cleaning and labor fee of $100 will be charged for other large-scale rooms such as Children Worship Room. A Mandatory cleaning fee of $50 will be charged for all other room rentals. \_\_\_\_\_\_\_ Initial

An Insurance Policy must be provided to BOLCCIS that lists BOLCCIS as an insured venue for your event. This Insurance policy is due two weeks prior to the date of your event. \_\_\_\_\_\_\_ Initial

Food is not allowed during your event in any space except the Fellowship Hall, unless permission is obtained otherwise. \_\_\_\_\_\_\_ Initial

If you are using our AV Sound System, Powerpoint, Camera or Lighting System, you must pay the fee for these items to be powered on for your event. Failure to pay the fee will decline your event from having access to these AV Items. \_\_\_\_\_\_\_ Initial

All AV Items must be managed and assigned to your event by BOLCCIS Event Department; you are not allowed to assign your own AV technicians. \_\_\_\_\_\_\_ Initial

All powerpoint items must be compatible with our systems. BOLCCIS is not responsible in creating your powerpoint items and is not responsible for failure to play due to incompatibility with our systems. \_\_\_\_\_\_\_ Initial

Upon acceptance of your event request, BOLCCIS will require two mandatory planning meetings with our Events Department, Organizer of your Event and BOLCCIS Member Sponsor. The first meeting will occur as soon as your event request is granted. The second meeting will occur one month prior to your event. \_\_\_\_\_\_\_ Initial

All event fees incurred (Facility Rental Fees, AV Fees, Additional Fees) will need to be paid at this final meeting one month prior to your event. \_\_\_\_\_\_\_ Initial

Please initial that you have read our “Building Use Agreement”. BOLCCIS reserves the right to incur additional charges if any violations occur in regards to our “Building Use Agreement”. \_\_\_\_\_\_\_ Initial

**Main Santuary** Max Capacity: 200 Food Allowed: No

BOLCCIS Rental Guideline:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category**  | **Detail Item**  | **Rate**  | **Note**  |
| Facility  |  | $600.00 (1st 2hrs) $200.00/hr (3rd hr and after)  | Include Janitorail Service  |
| Equipment  | Speaker  | $40.00  | Include 2 wired mics  |
| Microphone  | $5.00  | per each; max: 4  |
| Keyboard  | $10.00  |  |
| Drum  | $10.00  |  |
| Visual Package  | $250.00  | Include projector, screen, computer, and DVD  |
| Camera (Small)  | $200.00  | Include DVD  |
| Camera (Large)  | $250.00  | Include DVD  |
|  |  |  |
|  |  |  |
| Operators  | Audio  | $60.00 (1st 2hrs) $25.00/hr (3rd hr and after)  |  |
| Video  | $500.00  |  |
| Visual  | $50.00 (1st 2hrs) $25.00/hr (3rd hr and after)  |  |
| Lighting  | $50.00 (1st 2hrs) $25.00/hr (3rd hr and after)  |  |
| Janitor  | ($150.00)  | Item included in the Facility Rate  |
| Décor Artist  | S:$250.00/M:$550.00/L:750.00  | Depend on the fanciness  |