

Bread of Life Church Facility/Equipment Usage General Information

The facilities of the Bread of Life Church are available for use by individuals and organizations whose purpose does not conflict with the mission and purpose of the Bread of Life Church. The Ministerial Committee of the Bread of Life Church must approve each request. Once a request has been approved, the Administration Department of the Board of Elders and Deacons will handle all matters related to finances and building use.

The highest priority of use belongs to regular, all-church activities. Other non-church sponsored activities planned by members or community friends of the Bread of Life Church will be accommodated on a “first come, first served” basis. If conflicting requests for use of a facility/equipment are received simultaneously, a Bread of Life Church activity will be given preference over a request by an individual or organization planning a non-church sponsored event.

The cost for renting the facilities and equipment is contained on a separate document. Please note that use of our facility by official members for events not sponsored by the Bread of Life Church will be on the basis of a *suggested donation*. Community Friends of Bread of Life Church (non-members) will be charged for use of our facility according to a *fee schedule*.

Important Information

1. Community Friends of Bread of Life Church (non-members or organizations) may make reservations no earlier than: (1) Ten months for a wedding in the sanctuary or eight months for a wedding in the chapel, and (2) six months for any other use.
2. Our church facilities must be vacated by **10:30 p.m.**, unless special arrangements are made.
3. It is your responsibility to leave the room(s) in a good, clean condition. You are responsible to remove any bulk trash. Whiteboards should be erased. Equipment should be properly stored. All lights should be turned off and all doors should be locked when you leave.
4. No food or drink is allowed in the sanctuary and chapel (except water).
5. If you are using the kitchen and its equipment, it is your responsibility to ensure that the kitchen is clean and that all utensils are returned clean and to their proper place.
6. Food and beverages may be served only in the kitchen, kitchenette, and multi-purpose room areas.
7. Your group will be held responsible for any damaged or lost equipment. Your group will also be held responsible for any damage to the church facility.

8. Large events (seminars, banquets, etc.) require additional labor to set up, take down, and clean up. Additional personnel may have to be hired and your group will be charged accordingly.
9. Cancellations and changes must be made **two weeks** prior to the event for a full refund. If the event is not cancelled two weeks prior to the event, your group will be charged for the room rental.
10. A security deposit of \$150 (not a part of the rental fee) must be included with the Application for Facility/Equipment Use. In the case of unexpected cleaning costs or damage to our facility, monies from this deposit will be applied. Otherwise, this security deposit will be fully refunded.

Check List

- ❑ Contact our church secretary (310.325.7777 extension 221) for a **Preliminary Application Form** to see if the facility/equipment are available for the desired date(s). If the church is available on that date, we will send you a complete packet of information regarding the use of our facility (including the application form, liability waiver, and fee schedule).
- ❑ Fill out the **Application Form** as completely as possible and return it to the church office along with a certificate of insurance or the **Liability Waiver**.
- ❑ Please indicate if there is a need for technical support (e.g., requiring sound amplification, microphones, video). If this is the case, then the church will provide our own personnel to meet this need.
- ❑ Wait for confirmation of your request to use our facilities. Once an event is confirmed, the payment is expected within two weeks of that confirmation (including a security deposit of \$150). Members of the Bread of Life Church can also offer the suggested donation within this two-week time frame.

Please note that the Bread of Life Church is a non-smoking facility and that alcohol may not be served on its premises.