

Holy Light Missionary Baptist Church
1404 W. 96th Street
Los Angeles, CA 90047
Reverend Dr. Richmond Brown, Pastor
Reverend Dr. William Dandridge III, Associate Pastor
323-754-2885

Permit/Agreement For Use of Church Building, Grounds & Facilities

Request for use of Holy Light Missionary Baptist Church

- Sanctuary (parking lot* / restrooms)
- Inez Berry Fellowship Hall (parking lot* / restrooms)
- Sanctuary, Inez Berry Fellowship Hall (parking lot* / restrooms)
- Sanctuary & Classrooms (parking lot* / restrooms)

Purpose / Event

- Wedding only Reception / Repast only Wedding & Reception
- Funeral only Funeral & Repast Concert / Musical
- Other: (Bridal / Baby Shower, Workshop, Birthday, Anniversary) _____

Fees & Time Frame

1. A \$50.00 Security Deposit (nonrefundable fee) is required (unless event is cancelled).
2. Use of facility fee must be paid in full 3-5 days prior to date of event.
 - A. Fees for Holy Light Missionary Baptist Church Members
2-4 Hours \$ _____ Overtime: Each additional 30 minutes \$ _____
 - B. Fees for Non-Holy Light Missionary Baptist Church Members
2-4 Hours \$ _____ Overtime: Each additional 30 minutes \$ _____
3. Approximate number of persons attending: _____.
(See Procedures & Requirements #4)
4. Equipment / Property (chairs, tables, etc.) are to be used at the church only and may not be borrowed or taken from the premises at any time.

Procedures & Requirements to Reserve & Use Facilities

1. Request & clear calendar date & time for intended use with church clerk, officer or _____.
2. Complete Agreement Form and submit with fees (payment in full) 3-5 days prior to event.
3. Notice of cancellation must be given at least 24 hours in advance.
4. Number of persons occupying the facilities should not exceed _____ for the Sanctuary and _____ for the Inez Berry Fellowship Hall (per Los Angeles Fire Department Regulations).
5. ACOHOLIC BEVERAGES & SMOKING are NOT permitted on the premises, inclusive of the parking lot, Inez Berry Fellowship Hall, Sanctuary, classrooms & restrooms at anytime.
6. Checks returned for insufficient funds shall be replaced with cash plus bank fee for return.

*Not responsible for vehicle damages.

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I/We agree to the policies listed with reference to using the building grounds & facilities at Holy Light Missionary Baptist Church.

Print Name _____ **CDL #** _____
Signature _____ **Date:** _____
Address _____
City _____ **State** _____ **Zip** _____
Home Phone _(_____) _____ **Cell Phone** _(_____) _____
Business Phone _(_____) _____ **Fax** _(_____) _____
Email _____@_____

Print Name _____ **CDL #** _____
Signature _____ **Date:** _____
Address _____
City _____ **State** _____ **Zip** _____
Home Phone _(_____) _____ **Cell Phone** _(_____) _____
Business Phone _(_____) _____ **Fax** _(_____) _____
Email _____@_____

Date (s) of use: _____

Time: From _____ AM / PM to _____ AM / PM

Application Approved by: _____

Date: _____

