



Biola Community Center-Hall Rental

4925 N Seventh Street
Biola, CA 93606

FULL ROOM RENTAL

6 Hours Room Rental \$850
 (4 Hours setup prior to event & 4 Hours cleanup the following day)

**Deposit for Room Rental (Biola Resident) \$200*

**Deposit for Room Rental (Non-Resident) \$400*

HOURLY RENTAL

2 Hour Room Rental (Minimum Hour Rental) \$100

3 Hour Room Rental (Maximum Hour Rental) \$150
 (1 Hour setup prior to event & 1 Hour cleanup after event)

**Deposit for Hourly Rental (Biola Resident) \$100*

**Deposit for Hourly Rental (Non-Resident) \$200*

MONDAY THRU THURSDAY FROM 8AM-5PM
 FRIDAY FROM 8AM-2PM

COMMERICAL & COMMISSARY KITCHEN RENTAL

Hourly Rate
 \$25/Hr.

**Deposit for Kitchen Rental \$150*

TUESDAY THRU THURSDAY FROM 9AM-4:30PM
 NOT AVAILABLE MONDAYS OR FRIDAYS

HOURLY RENTAL (AFTER 5PM)

2 Hour Room Rental (Minimum Hour Rental) \$150

3 Hour Room Rental (Maximum Hour Rental) \$225
 (1 Hour setup prior to event & 1 Hour cleanup after event)

**Deposit for Hourly Rental (Biola Resident) \$100*

**Deposit for Hourly Rental (Non-Resident) \$200*

FUNERALS

4 Hour Room Rental (Maximum Hour Rental)

(1 Hour setup prior to event & 1 Hour cleanup after event)

**Deposit for Room Rental (Biola Resident) Waived*

**Deposit for Hourly Rental (Non-Resident) \$200*

Suggested Cleanup Donation \$100

BIOLA MEETING ROOM RENTAL

Hourly Rate (Biola organizations & Biola residents only) \$30/Hr.

**Deposit for Room Rental (Biola Resident) Waived*

FUNDRAISER EVENT

1 Free Full Room Rental Per Year

(Biola Non-profit groups with proof of Non-profit status)

Full Name/Organization: _____ Event Date: _____

Signature: _____ Date: _____

Monday, July 1, 2019

To: BCSD Board of Directors

From: Board Member Dolores

Re: Biola Hall Rental Sheet

The Hall Rental sheet is just a reformat of the original Hall Rental sheet previously presented to us at our last meeting with a few minor changes. I've included a brief explanation for each change with a subheading.

- ❖ Hourly Rental Rate:
 - Minimum Hourly Rental verbiage was simplified. Since the Minimum Hour Rental was 2 Hours, I took the \$50/Hr. rate and multiplied it by 2 hours for a Minimum Hour Rental of \$100. Likewise, with the 3 Maximum Hour Rental, I took the \$50/Hr. rate and multiplied it by 3 hours for the Maximum Hour Rental of \$150.
- ❖ After Hour Rental Rate:
 - Minimum Hourly Rental verbiage was simplified. Again, since the Minimum Hour Rental was 2 Hours, I took the \$75/Hr. rate and multiplied it by 2 for a Minimum Hour Rental of \$150. Likewise, with the 3 Maximum Hour Rental, I took the \$75/Hr. rate and multiplied it by 3 hours for the Maximum Hour Rental of \$225.
- ❖ Funerals:
 - In respect to Mrs. Morita's request to make the hall available to Biola residents for funerals receptions at no charge, previously and currently as board we have and will continue to honor that. However, the District has been incurring the electricity and cleanup cost ever since. In order to help the District offset the cleanup cost, I have added the verbiage for a suggested donation amount of \$100. In discussion with Pete Cerna, I asked him on average how long does it take him to clean up after a funeral, and he mentioned it takes him about 4-5 hours possibly longer when working in between office duties. Therefore, I calculated his time of 5 hours by his pay and rounded it up to a flat amount of \$100.
- ❖ Kitchen Rental:
 - Increased deposit from the initial suggested amount of \$50 to \$150. Again, considering my previous conversation with Pete Cerna regarding the cleanup time frame, the amount of \$150 was determined. I found that kitchen is a more challenging area to up keep and also for health inspection reasons we need to make sure that we maintain the kitchen area clean at all times.
- ❖ Fundraiser:
 - Formerly adopted by the board, but was originally left out of the previous rate sheet presented to us at our last meeting. I went ahead and added the 1 Free Full Room Rental per year for Biola non-profit organization groups with proof of non-profit status.