



FACILITY REQUEST FORM

- This event will be held onsite (TCC Campus)
- This event will be off site, another location

Facility Fees:

NON-MEMBER		MEMBER	
Classroom	\$75	Classroom	\$75
Large Classroom	\$125	Large Classroom	\$125
Worship Center	\$500	Worship Center	\$150

Room fees are per day/per event.

Today's Date: _____

Name of Ministry or Outside Organization: _____

Ministry/Group Contact Person: _____

Cell Phone Number _____ Email: _____

Agreed Upon Facility Fee: \$ _____

Room fees are charged to cover the cost of supporting events that are not included in TCC's operating budget. The fee includes labor for set up/tear down of room(s), equipment usage, sound technician, trash removal. It does not include additional taping/recording or damage to any particles inside the building or on its grounds.

Name and Description of Event (purpose of event and targeted participants)

Start Date of event: _____ End Date of event: _____

Day of the week: MON TUE WED THU FRI SAT SUN

Note: Events taking place on Saturdays will need to end no later than 5:00pm.

Set Up Date: _____ Set Up Time: _____ AM PM

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Estimated number of People to Attend: _____

Room(s) Requested: _____

Special request for Room/Set Up

If a diagram is needed, please send it to the office: Fax to 616-452-7021 Email to info@tabernaclecommunity.org

EQUIPMENT NEEDS:

Will a sound technician be needed? YES NO

Note: Only sound technicians pre-approved by TCC may operate the sound board and run PowerPoint

What equipment is needed? PROJECTOR SOUND MICROPHONES _____

QUANTITY

OTHER _____

*The church office will confirm your event on the church master calendar. However, before the event is advertised in TCC Connect, church website, Facebook, Sunday PowerPoint and the Sunday bulletin, a completed **Announcement Form** must be submitted in a timely manner. If you have not received the Announcement Form, please feel free to contact the church office.*

PLEASE READ AND SIGN FACILITY RENTAL AGREEMENT**ROOMS:**

Check all rooms, hallways, and bathrooms to ensure that no one is left in the building at the end of the event. Return all classrooms to its original setup and lock classroom doors.

PAYMENT:

All fees are due upon receipt of approval. Make check payable to Tabernacle Community Church and mail it to the attention of the Executive Administrator. After your original fees are received, Tabernacle Community Church reserves the right to invoice for additional rooms, equipment and services requested by the applicant or required to complete the event. Extra fees will be applied if the room is found unacceptable.

FOOD SERVICE:

TCC does not have a full working kitchen, therefore, catered food is allowed. **No red dye liquids.**

CANCELLATIONS:

If the event is cancelled by Tabernacle Community Church, the room use fee will be refunded. If cancelled by applicant two weeks or more before the event, one-half of the deposit will be refunded. If cancelled by the applicant less than two weeks before the event, no deposit or room use fees will be returned.

DECORATIONS:

Time for decorating must be scheduled. Decorations are limited to those which will not mar, scratch, soil, or otherwise damage surfaces or fixtures. Rice, confetti (paper or plastic), glitter, birdseed, or similar objects shall not be used inside the facility. Glue sticks are allowed, but no liquid glues. Candles are permitted but must be in an enclosed stationary glass globe to comply with fire regulations. Flooring and furniture need to be protected from the candle drippings. All signs/posters need to be placed on the walls with blue painters tape (no scotch/packing/duct tape). The applicant must remove all decorations and hanging devices immediately after the event.

ALCOHOLIC BEVERAGES:

The use of any alcoholic beverages/liquor is prohibited anywhere on the Tabernacle Community Church properties.

SMOKING:

Smoking is prohibited inside any buildings of Tabernacle Community Church. Smokers are asked to extinguish any smoking material in their vehicle's ashtray.

PARKING:

Direct all visitors/guests to use Entrances B and C. You may want to consider designating people to direct traffic for your event.

RESPONSIBILITY:

The person or organization receiving permission for use of the building or grounds shall be responsible for all damage to or loss of property, including that belonging to staff and ministry organizations during the time the building is in use under the permit. The applicant is also responsible to see that all the conditions on this policy are met.

I have read and understand the expectations of the Facility Agreement

Authorized signature _____