

# FACILITY USE REQUEST FORM

Please return completed form to [facility@tlcchurch.com](mailto:facility@tlcchurch.com) or a church staff member as far in advance of date requested as possible

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Group or Individual requesting use)**

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_ **If recurring - Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**Time of day: Begin (include setup time):** \_\_\_\_\_ **End:** \_\_\_\_\_

**Member or regular attender who will be present:** \_\_\_\_\_

**Please select:** I have access to the building      I will need access to the building.

**Facilities needed** (please circle all rooms you plan to use):

Multi-purpose Room (Worship Center)

Main Lobby Area

Kitchen

Classroom(s) How many? \_\_\_\_\_

Pre-School Multi-Purpose Room

Other Please Describe? \_\_\_\_\_

**Equipment Needed** (please circle all required)

TV (Lobby)

Sound system (Worship Center)

Video Wall (Worship Center)

Video

PowerPoint (Worship Center)

Keyboard/piano

**Technical Sound and Lighting Needs:** You will be contacted if you have specific technical needs for your event.

**Please explain activity to be held:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated number of people involved:** \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Technical Sound and Lighting" – *reverse side*)

**Note:** Although we do not charge a rental fee, it is customary to provide a donation to the church for the use of the facilities.

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Responsible Party**

***For office use only:***

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CC:**

\_\_\_ Music

\_\_\_ Production

\_\_\_ Building

\_\_\_ Office

\_\_\_ Other

## **Responsibilities after Building Use**

*Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.*

1. Collect all garbage into bags and bring it out to the dumpster located by parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked and lights are off.

## **Technical Sound and Lighting**

1. Use of the sound equipment in the Worship Center requires a member of the production team to be present to operate the soundboard unless prior arrangements are made.
2. A training session is required to use of the presentation and lighting equipment and will be arranged prior to event.
3. A member of the production team will be in contact with the primary contact listed above to discuss requirements to make the event as successful as possible.
4. The music and production teams are volunteers and it is customary to bless them financially for their services at your event.

**Thank You for your co-operation**