



# TABCHURCH

## TABERNACLE CHURCH OF NORFOLK

### Facilities Request Form & Guidelines

Today's Date: \_\_\_\_\_

Organization/Entity requesting use of facilities (POC): \_\_\_\_\_

Point of Contact - POC (list only one): \_\_\_\_\_

POC Email & Phone Number: \_\_\_\_\_

Space/Room Requested: \_\_\_\_\_

(ex: Atrium Gym, Sanctuary, Student Center, outside, Room #, etc.)

Set up done by (check one):  POC (listed above)  Tab Staff

Please check which one applies to you:

Church Member/Regular Attendee  Don't Attend Tab  Staff  NCS

Name of Event & Description of Intended Use (include if recurring & when): \_\_\_\_\_

\_\_\_\_\_

Event Type: \_\_\_\_\_

(ex: women's/men's ministry, memorial, leadership meeting, social gathering, graduation, etc.)

Number of Expected Participants: \_\_\_\_\_ # of Tables Needed: \_\_\_\_\_ # of Chairs Needed: \_\_\_\_\_

(Use back of paper to describe/draw planned setup)

Date(s) Requested: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Ending Time: \_\_\_\_\_

Set-up Person/Team: \_\_\_\_\_

Set-up Date & Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Access to other areas (bathroom, kitchen, etc.): \_\_\_\_\_

Storage Space needed (reoccurring events only): \_\_\_\_\_

Resources & Equipment needed (mic, speaker, special assistance, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Training needed:** Yes or No (circle one)

The POC listed above is solely responsible for arranging and scheduling any needed training on equipment with the Admin Pastor – all training must be completed at least 72 hours prior to the event date. If training is not scheduled and provided prior to the event then Tab reserves the right to refuse use of the equipment.

**Method of Access to space:** \_\_\_\_\_

If a key is given to the user the following applies:

1. The POC will be given one restricted access key to the requested space to enter through \_\_\_\_\_.
2. No copies of keys shall be made nor will keys be given to other people without the advance written permission of Tab senior staff.
3. The POC accepts full responsibility for unlocking space upon entry and locking up and turning off all lights and equipment upon exit.

**Cleaning:** utilized spaces should be left in the same or better condition than they are found – trash cans emptied, vacuum or sweep as needed, put away in the proper locations tables or other church items that are used, organize chairs, and a general straightening up. The room must be returned to the same layout that it was found in before the event – for example, if tables and chairs are set up a certain way prior to the event and moved for the event then they need to be reset after the event.

**Scheduling:** the use and room are not reserved and scheduled until this form has been properly filled out, signed by the user, and approved by the Admin Pastor.

All reoccurring events utilizing spaces within the church are solely responsible for scheduling and reserving the spaces on the dates needed and ensuring their events are up to date at all times on the church calendar. Space is first come, first served and the master calendar will take precedence over any schedule conflicts. It is understood that, at times, Tab may need to host an event in the requested space that will take priority and the POC will need to utilize another compatible space in the church if possible or change the day of their use for that particular week. Tab will make a best effort to communicate these conflicts 72 hours in advance.

**Cost:** Facilities and administrative charges for facility use vary depending on the type of event. After the form is submitted and reviewed, you will be notified of any fees associated with the event. Any facility or administrative charges will be listed on the last page of the approved request form when it is sent back to you. In some cases, there may be lower fees or no fees charged to church members, or non-profits for certain events.

**Liability:** User is solely liable and responsible for whom they allow to enter and use the facility and supervise their guests/visitors at all times. Tabernacle Church of Norfolk accepts no legal or financial liability for any injuries or lost or stolen equipment as a result of POC's use of the space or facility. Additionally, the POC accepts full responsibility and liability for damage caused to any of the spaces or theft of property/items as a result of their use of the Tab facilities.

**Facilities Contact:** the main POC for facility use within the church is Clark Taylor – Administrative Pastor (Cell: 757-328-2857). He may be contacted with any questions or concerns and to report any issues, concerns, or suspicious activity.

**Kitchen:** No outside catering is allowed to cook in the facility. POC/event attendees can bring in prepared food and store in the refrigerator or freezer and can use ovens and warmers to heat and keep food hot. We are not responsible for any food borne illnesses contracted from caterer's food. Use of paper products is not allowed, unless previously arranged and standard cleaning procedures have been discussed with Cathy Hockman.

**Agreed to by:**

POC/Organization Name: \_\_\_\_\_

POC Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized POC Signature Date

**Approved by:**

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date

Total Charge for Use: \_\_\_\_\_

**Breakdown of Fees:**

Item	Charge
Admin Fee	
Onsite Staff Support	
Onsite Tech Support	
Facility Fee	
Cleaning Fee	
A/V Equipment Fee	
Kitchen Fee	
Other: _____	
Other: _____	
Other: _____	