

Tabernacle

SEVENTH-DAY ADVENTIST CHURCH

Church Usage Policy



Building A Better Tomorrow

8017 N.E. 2nd Avenue, Miami, Florida 33138

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www.tabsda.org

"At Tabernacle Ministry is a Way of Life"

Policy for Church Usage Outline

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Introduction

This Usage Policy governs the Tabernacle Seventh-day Adventist Church property, located at 8017 N.E. 2nd Avenue, Miami, Florida 33138, its operations and services. This policy is to be incorporated into each customer contract entered by the Tabernacle S.D.A. Church. Tabernacle S.D.A. Church Board may reserve the right to modify this Policy at any time without notice. In addition, this Policy has incorporated references into the Terms and Conditions applicable to Tabernacle S.D.A. Church.

Purpose

The purpose of this Policy is to enhance the quality of the services and to protect Tabernacle S.D.A. Church, its members, its visitors, its community on a whole or anyone who uses or enters its property from illegal, irresponsible, or disruptive activity. It is to be used to coordinate a smooth flow of operation throughout the facilities. This Policy applies to each member, officer, church employee, agents, contractor, or individuals who are requesting the usage of its facilities. Each user should use common sense and good judgment when using the facilities. Parents and guardians should at all times be aware of the location of their minors and under whose supervision they are in care.

Prohibited Usage

The Tabernacle S.D.A. Church prohibits the usage of its facilities and property for the following:

1. To promote any illegal activity under local, state and federal law.
2. To go against the beliefs and principles set by the Seventh-day Adventist Organization.
3. To threaten persons with bodily harm, to make harassing or abusive statements or messages, or to solicit the performance of acts or services that are illegal under the law.
4. To attack the Church and its Organization.

Reservation of Rights

The Tabernacle S.D.A. Church reserves the right to cooperate with legal authorities in investigation or claims of illegal activity held on its property. The Church Board also reserves the right to approve or disapprove all weddings, banquets, meetings, funerals, gatherings or assemblies on its property and may modify this Policy at any time without notice.

Hours of Operation

Hours of operation may vary from time to time due to circumstances beyond the control of the Tabernacle S.D.A. Church, but the following are standard hours of operation. Please keep in mind the Tabernacle S.D.A. Church Board reserves the right to make any alteration.

Tabernacle S.D.A. Church

Hours of Worship

Sabbath

Sabbath School	9:00 a.m. – 10:30 a.m.
Divine Worship	11:00 a.m. – 1:00 p.m.
Bible Study Class	4:00 p.m. – 5:00 p.m.
Advent Youth Society	5:00 p.m. – Sunset

Wednesday

Prayer Meeting	7:30 p.m. – 9:00 p.m.
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Friday

Upper Room	7:30 p.m. – 9:00 p.m.
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Departmental Programs

Sunday

Pathfinders & Adventurers	10:00 a.m. – 12:30 p.m.	
Senior's Ministry	11:00 a.m. – 1:00 p.m.	Every first Sunday of the month

Sabbath

Family Life – Couples	2:00 p.m. – 3:30 p.m.	Every second Sabbath of the month
Family Life – Singles	2:00 p.m. – 3:30 p.m.	Every second Sabbath of the month

Scheduled Meeting or Rehearsal

Board of Elders	7:30 p.m. – 9:00 p.m.	Every first Monday of the month
Church Board	10:00 a.m. – 11:30 a.m.	Every Second Sunday of the month
Finance Committee	7:30 p.m. – 9:00 p.m.	Every first Tuesday of the month
Eternal Praise Choir	5:00 p.m. – 7:00 p.m.	Choir Rehearsal

See www.tabsda.org for a more current calendar of the Church activities.

Tabernacle Community Service Center

Sunday

Food Distribution	8:00 a.m. – 12:00 p.m.	Every third Sunday of the month
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Albert C. Pierre Community Service Center Inc.

Health Food Store

Sunday	9:00 a.m. – 2:00 p.m.
Wednesday	6:00 p.m. – 7:30 p.m. 9:00 p.m. – 10:00 p.m.
Saturday	After A.Y. S.(Sunset) – 9:30 p.m.

Weddings, Banquets, Meetings, Funerals, etc.

Weddings – can be held on weekdays and Sundays with the exception of Sabbaths, Wednesday nights. On Fridays all activities must be completed by noon.

Banquets – can be held on weekdays and Sundays with the exception of Sabbaths, Wednesday nights. On Fridays all activities must be completed by noon.

Funerals – can be held on weekdays and Sundays with the exception of Sabbaths, Wednesday nights. On Fridays all activities must be completed by noon.

All activities will be coordinated with the Church Calendar which is administered by the Church Clerk.

Church Calendars

The Tabernacle S.D.A. Church maintains a master calendar which contains information on church activities, programs, meetings, and speakers. This calendar is maintained by the Church Clerk.

The Church Master Calendar can be found on the Tabernacle S.D.A. Church website at www.tabsda.org

The Tabernacle S.D.A. Church also maintains a church usage calendar which contains information on activities, programs and meetings held at the facilities. Once approved, the information is then forwarded to the Church Clerk to be added to the master calendar. The church usage calendar is a work in progress calendar and is maintained by the Church Secretary.

The Tabernacle S.D.A. Church Board or Administration reserves the right to make adjustments to the calendars as it sees fit.

Request for Usage

Tabernacle S.D.A. Church Board reserves the right to approve or disapprove all weddings, banquets, meetings, funerals, gatherings or assemblies on its property. Facilities will not be available for rental during the Sabbath hours or during scheduled programs of worship. Availability is based on the priority in which it is received and availability of space based on existing programs. All requests for usage should be made no later than 45 days prior to the event in writing with an Application for Usage Form. However, in emergency circumstances Tabernacle S.D.A. Church Board may override the 45-day rule, but an Application for Usage Form must be filled out. Events or programs not affiliated with the Tabernacle S.D.A. Church Departments will require a security deposit and rental fees as shown in the Request for Usage Form *figure 1.0*.

All programs must fall within the guidelines of the Seventh-day Adventist Organization principles, beliefs and standards. Failure to comply will result in immediate termination of program and default on deposit and/or security deposit.

Approved areas are to be kept clean and clear as stipulated by the Building Code of the City of Miami. Areas are to be kept and returned in the original condition as received. Trash is to be taken out to the designated area outside the building unless specified by the facilities custodian. Furniture is to remain in the approved designated area.

All requests for usage must be made in writing. Forms are available with the Church Secretary or Clerk or at a designated location. See Application for Usage Form or *Figure 1.0*.

Application for Usage Form must be submitted to the Church Secretary. Application must be completely filled out and signed.

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the facilities at no charge, subject to availability of space, as determined by the master calendar in the office of the Church Clerk.

Individual members in good standing with Tabernacle S.D.A. Church may request the facilities for personal use for a minimal fee for members and subject to the Church guidelines. However, if the facilities are being used for generating personal income the standard rate for Non- Tabernacle Members may apply as indicated in the Usage of Facilities Fees Chart in *Figure 1.0*.

Non-profit service organizations in the community, other groups or organizations may apply to use the facilities subject to availability. The usage must not conflict with the policies, beliefs, standards and purpose of the Tabernacle S.D.A. Church. The Tabernacle S.D.A. Church Board reserves the right to approve or decline any such request.

All ongoing or regularly scheduled use of the facilities by outside groups will require approval by Tabernacle S.D.A. Church Board.

Guidelines for Usage of Facilities

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the facilities, subject to available space, as determined by the church master calendar in the office of the Church Clerk.

Application for Usage Form is to be completed by the departmental or group Director and turned into the Church Secretary 45 days prior to the event. Some applications may need the approval of the Church Board depending on the activity, while others may be able to be added directly to the church master calendar based on availability.

The Church Administrator may reserve the right to reassign meeting groups to other areas of the facilities based on size of the group, in order to utilize the available spaces to its best potential.

Each Departmental or Group Head is accountable for maintaining a clean and safe environment at all times. Failure to do so may result in the termination of a department's or group's right to use the facilities and also a forfeiture of the security deposit.

Each Departmental or Group Head is responsible for leaving the area in the condition in which it was found.

Each Departmental or Group Head is responsible for ensuring that the standards of the Church and Organization are maintained at all times.

The Tabernacle S.D.A. Church Board reserves the right to reinstate or rescind any department or group rights to use its facilities.

Groups and organizations outside the Tabernacle S.D.A. Church are required to completely fill out an Application for Usage Form by a representative of the group or organization at least 45 days prior to the event, and be submitted to the Church Secretary. After it is approved by the Church Board it is then added to the church's master calendar.

Requests for set-up of tables and chairs, the use of audio-visual equipment, kitchen, eating and serving utensils, etc., must be stated completely on the Application for Usage Form and reviewed with the church custodian.

Set-up and takedown of furniture or equipment will only be done by the church staff. Building users are not to move furniture or equipment out of the designated areas. Failure to comply with this guideline may result in the loss of partial or full security deposit.

Security deposits will be returned after complete inventory and review of the area is taken once there is no damage or lost sustain to the property.

A church custodian is usually available at the facilities. Any group using the facilities must arrange for access to the building at least 10 days prior to the event or should indicate such information on the Application for Usage Form. The facility must be left ready for its next scheduled use. All trash must be taken outside of the Building and disposed of in the designated collection area. If a custodian is needed outside regular working hours for take-down and clean-up, an extra fee will be applied.

The use of glue, nails or tacks to attach decorations to the furniture, fixtures and walls is strictly forbidden.

All decorations should be removed directly after the event. Failure to do so may result in a deduction from the security deposit or disposal of the decorations.

Decorations which need additional time for set-up and take-down must be indicated on the Application for Usage Form. This may have an additional fee to the agreement.

The usage of candles must be indicated in the Application for Usage Form.

The use of candles is allowed only if they are contained in a receptacle designed for them to prevent dripping on the carpet. In addition, the carpet area under candle stands must be covered with the approved material.

A sample of the candle and container in the final presentation stage must be submitted to the Church Secretary at least 10 days prior to the event for final approval.

Candles with large open flames are forbidden.

Church-owned musical instruments may be used only with permission of the Director of Music and the Church Board. Groups that wish to have a piano tuned before an event may make the request in the Application for Usage Form. Only the church's piano tuner will be allowed and the group will pay the expenses. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and its tuner.

All music, to be used, must be cleared by the Director of Music of Tabernacle S.D.A. Church.

When minors will be present on the property, the group must indicate so on the Application for Usage Form. All supervision must be consistent with the Tabernacle S.D.A. Church Policy. Depending on the circumstance, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

Each group or organization must designate a representative who will consult with the church staff in advance for the event and be responsible for:

- Custody of a key, if needed, and unlocking/locking back all doors and windows.
- Regulating thermostats for heating and cooling, according to instructions.
- Accounting for damages to the facilities.
- Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

To maintain the dignity and respect for all worship services, proper attire must be worn in the sanctuary at all times. Also, proper and modest attire is expected to be worn at all programs held at the facilities.

Profanity is forbidden on the church property.

When using the court for sports or the parking lot for any additional recreational activity, additional insurance coverage is required for Non-Tabernacle S.D.A. Church groups.

Proper sportsmanship conduct is expected at all times when participating in any sporting program or activity. Failure to perform in this manner may result in prompt termination of the program and forfeiture of the security deposit

Guidelines for Usage of Kitchen Facilities

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the kitchen and its facilities once approved. Cooking or food preparation may be done but only under supervision by the Hospitality Department. If there is no supervision by the Hospitality Department, then cooking or food preparation is not allowed.

The Hospitality Department is responsible for the Dining Room and Kitchen. They are to be held accountable for all furniture, kitchen and serving utensils, china ware, food and its inventory and maintaining all equipment. They are to take inventory prior to and after each activity and report any discrepancy directly to the Church Secretary and Custodian immediately. *See Figure 3.0 for an example of a Kitchen Inventory List.* Failure to do so will result with deductions from the department budget for the repair or replacement. The department head may be called into meet with the Development Committee to explain the oversight.

Groups outside of the Tabernacle S.D.A. Church may use the kitchen and its facilities once approved. However, **NO COOKING** or **FOOD PREPARATION** is allowed. Groups renting the fellowship hall may serve food that has been brought in by a caterer. All groups must provide their own supplies and equipment such as cups, silverware, serving bowls, plates, etc.

All food that is prepared or served on the facilities is to be within the guidelines set by the Bible and the beliefs of the Seventh-day Adventist Organization.

NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS OR SMOKING IS PERMITTED ON THE CHURCH PROPERTY.

Department Heads requesting special luncheons to be prepared by Tabernacle Hospitality and Catering Department must fill out an Application for Usage Form as shown in *Figure 1.0* and also submit 45 days prior to event for approval. Remember bookings are based on a first come, first served basis.

Department Heads must indicate if Sabbath lunch is to be catered for the whole church, large number of guests or a special lunch arrangement for guest speakers and their families and friends.

The budget for meals should be approved by the Treasury Department before requesting the Kitchen Staff or Hospitality Committee to prepare meals for the Special Event. Once approved, funds will be allocated to the Hospitality Department Budget for the Catering Department to use in the preparation of the event. All expenditures should follow the guidelines set by the Treasury.

It is the responsibility of the requesting department to decorate the dining area or request the services of the church decorating team at the requesting department's expense. Individuals decorating must follow the guidelines set in the **Guidelines for Usage of Facilities** section.

It is the responsibility of the requesting department to indicate the layout of tables and chairs to the church custodian in the Application for Usage Form as shown in *Figure 1.0*

Cleaning up the dining area is the responsibility of the department. All decorations and table accessories etc. should be removed from the area once the main event has taken place. The dining hall should be left clean and orderly.

The kitchen is the direct responsibility of the Hospitality Department. Access will be allowed into the kitchen with permission.

The use of china must be requested in the Application for Usage Form as shown in Figure 1.0. It is the responsibility of the Hospitality Department and the requesting department to ensure that the wares are handled with utmost care.

Use of China by special request by a department will be the sole responsibility of the department to ensure that the property is taken care and that the china, glasses and silverware are washed after use and put into its proper cabinets.

Outside Caterers are to provide their own supplies and are expected to leave the kitchen in the condition in which it was found. Any missing items or damaged equipment will be expensed to the contact person on the Application for Usage Form as shown in *Figure 1.0*.

The Tabernacle Church Board may reserve the right to grant special request by outside caterers.

Usage of Facilities Furniture

The furniture of the facilities is for the enjoyment of the users in the areas in which they are designated. The furniture is not to be moved from one area to another. Each area has the required furniture needed for that specific area as regulated by the City of Miami Building Code, and based on the legal capacity of the area.

Should there be a need for additional furniture, advance notice is to be given to the Church Secretary and be stated on the Application for Usage Form. Additional furniture may increase the rental fee based on the extent of the work.

Furniture is not to be removed from the facilities property. Church programs outside the facilities that require furniture should give a minimum of 45 days advance notice to the administration where the necessary arrangements can be made for the event. The cost for renting furniture for a departmental or church program outside of the facilities will be considered a departmental expense.

Usage of Facilities Fees

	Tabernacle Members Only	Non Tabernacle Member	Non Seventh-day Adventist	Notes
Weddings				Maximum of 6 hours + rehearsal
Sanctuary Only	250.00	500.00	1,000.00	
Security Deposit	250.00	500.00	500.00	
Funerals	No Charge	300.00	500.00	Maximum of 3 hours
Security Deposit	No Charge	100.00	200.00	
Youth Fellowship Hall	100.00	150.00	200.00	Maximum of 3 hours
	+10.00	+ 25.00	+ 40.00	Every additional hour
Security Deposit	100.00	150.00	200.00	
Class or Meeting Room	25.00	50.00	75.00	Maximum of 3 hours
	+ 5.00	+ 10.00	+ 15.00	Every additional Hour
Security Deposit	25.00	50.00	75.00	
Dining Hall	300.00	750.00	1,000.00	Maximum of 5 hours + set-up & take-down
Security Deposit	200.00	500.00	500.00	
Dining Hall + Kitchen	400.00	1,250.00	1,500.00	Maximum of 5 hours + set-up & take-down
Security Deposit	200.00	600.00	600.00	
Parking Lot or Court	50.00	150.00	200.00	Maximum of 4 hours
	+10.00	+ 25.00	+ 40.00	Every additional hour
Security Deposit	100.00	150.00	200.00	
Additional Services				
Custodian	20.00	30.00	35.00	Per hour with a 2 hour minimum
Security	15.00	25.00	30.00	Per hour with a 2 hour minimum
Musician	25.00	30.00	35.00	Per hour with a 2 hour minimum
Sound Technician	20.00	30.00	35.00	Per hour with a 2 hour minimum

Checks are to be made payable to the Tabernacle S.D.A. Church at the point of submitting the Application for Usage Form.

All groups are responsible for damages done to any church equipment or furniture. There will be a fee of \$ 25.00 per incident, in addition to the cost of repair or replacement by the church. These fees will be deducted from the security deposit fee. If items cost more than the security deposit, the group representative will be expected to settle the account.

See Figure 1.0 for Application for Usage Form
Custodian of the Facilities Keys

The Tabernacle S.D.A. Church and its facilities should be a secured building for its staff, members, employees, renters and users. A security deposit of \$ 10.00 per a key is required from all key holders. A log book is to be kept of all individuals who have a key in their possession. This log book should have the following:

1. Name
2. Address
3. Phone Number
4. Department
5. Date receiving key
6. Signature for receiving key
7. Deposit paid
8. Date returning key
9. Signature for returning key
10. Deposit returned

The Church Secretary is expected to be the custodian of the log book.

See *Figure 2.0* for an example of this Form

The facilities have three types of keys,

1. Entrance key – opens all main entrance doors into the facilities
2. Master key – opens all doors on each floor
3. Office keys – only opens the designated office

The Tabernacle S.D.A. Church Head Deacon is the custodian of all keys for the facilities and its transportation vehicles.

The Tabernacle Church Pastor, Custodian, Development Chairman and Maintenance Manager or individuals approved by the Church Board may also carry keys for the entire property.

Departmental Heads and Directors which have office space may have a key for their office. It is the responsibility of each individual to make sure that their office is locked at all times. Office space may be shared by several departments and it is the responsibility of each key holder to make sure that the individuals using the office are authorized.

Each person possessing a key to the facilities agrees that the key will remain under his or her control and not to be given to anyone who is not authorized by the Church Board. The key is to be used in the performance of the ministry or activity which was approved.

Any person who needs a key for a stated reason may receive same from the Church Secretary once approved by the Development Chairman or Church Board. The Head Deacon will turn over the key to the Church Secretary to record the logging in/out of the key as shown in *Figure 2.0*. After the stated need is complete, the key must be promptly returned to the Church Secretary for logging out and then returned to the Head Deacon.

To maintain key distribution control, key holders are not to loan or duplicate keys. Additional keys must be requested through the Church Development Chairman, Head Deacon or the Church Board.

If a key is lost, the holder of the key will need to pay a \$ 15.00 fee outside of the security deposit fee to replace the lost key. This fee may increase in increments of \$ 5.00 every time the key holder loses their key.

Unauthorized cutting of keys or individuals with keys may result in key holder privileges being revoked. This is an action which may require Church Board approval.

All outgoing departmental heads and directors who have office keys are expected to turn over their keys to the Church Secretary prior to leaving office, at which time proper inventory of office space and furniture is to be taken by the Head Deacon in expectation of the incoming departmental head or director.

Only authorized Elders, Deacons, Officers and building users are allowed to have access to the entrance keys. Only authorized individuals may have access to the master key. Only Departmental Heads or Directors may have access to office keys. These individuals must be responsible and mature individuals and understand the responsibility which is put upon them. They are to protect their key daringly and will be held accountable at all times for the safe keeping of the facilities and their keys.

Each election year, the Church Secretary will send a letter to all outgoing Board members, Treasurer, Officers, members and Directors who have a key or keys, requesting their return. Also, church keys will be requested back from church staff, renters and other members as needed throughout the year.

The Church Board along with the Development Chairman reserves the right to determine who is authorized and unauthorized to have keys. They also reserve the right to change locks for the church every 4 years, or as needed if there are continuing unresolved problems with locks, break-ins or doors left open.

Facilities Security System

The Tabernacle S.D.A. Church believes in the worth and dignity of every person. Everyone is invited to participate in services and activities. There are situations, however, when people who enter the building may act in a way that is disruptive to the service, individuals or activities. Under these circumstances, it may be necessary to ask the person involved to stop certain activities or to leave the premises. Any person who acts in a way that presents a danger to him/herself or others will be required to leave the premises. Panhandling on the premises is grounds to ask an individual to leave. Individuals who are obviously under the influence of alcohol or drugs may not be given access to the building. When action is necessary to remove a person, he or she will be told firmly they must leave. If necessary, the police may be called to assist. While unacceptable behavior will not be tolerated, every effort will be made to respond in a calm, yet firm way that respects the dignity of the person involved.

To protect the facilities, members, visitors and renters, Tabernacle S.D.A. Church has installed an alarm system which ties into the police station system, and a security camera system which records most activities or movements in and around the facilities. There are also Deacons who officiate as building and parking lot security whenever on the property.

Alarm System for Security – monitors all entrance doors into the facilities and motion activity inside the building. Sensors are located in strategic areas of the building in order to maintain the maximum security needed to protect the property. This system has 5 keypads, 4 on the ground floor area and 1 not to be disclosed. This system is connected to the police system.

Alarm System for Fire – monitors the entire facilities for any potential fire or fire that might accrue. This system has a voice monitoring system which will inform individuals to exit the property using all exit systems with the exception of the elevator. This system master is located in the Prayer Room (north of the foyer and west of the bathrooms on the ground floor.) All facilities are also equipped with a fire sprinkler system.

Security Camera System – monitors the flow of individuals within, around, in and out the facilities. This is to insure the safety of everyone on the property and to acquire data or information on anyone seeking to break in or vandalize the property. This information is stored into a data system which can be used for reviewing. From time to time data may be removed from old files or relocated to another drive to make room. This require the approval of the Development Chairman or/and Church Board. The monitor of this recording system falls under the Media Ministry Department while the viewing and usage is available to the Deacons, Elders, Security Officers and any other authorized personnel.

Building Security System – While any facility on the property is in use, it is the responsibility of the Church Deacon and leaders to officiate as security ambassadors. In the absence of these individuals, the security alarm system or security camera system will be used as an alternative.

Parking Lot Security System – While the facilities are in use, it is the responsibility of the Church Deacon and leaders to officiate as security ambassadors. In the absence of these individuals, the security alarm system or security camera system or the parking lot lights will be used as alternatives.

Application for Usage Form - Figure 1.0

The Tabernacle S.D.A. Church Board reserves the right to make the final decision in the use of its facilities and property by any group. All applications must be submitted to the Church Secretary at least 45 days prior to the event at which time it will be reviewed at the next scheduled Board Meeting.

Please check one:

- Departmental Program
 Tabernacle Member
 Non-Tabernacle Member
 Non-Seventh-day Adventist Group

Dept. Name: _____

Dept. Head Name: _____

Date _____

Contact Information:

Name of Group: _____

Name of Contact Person: _____

Contact Address _____

Sex: _____ Date of Birth _____

Home Telephone: _____

Work Telephone: _____

Cell Phone: _____

E-mail: _____

Request Information:

Date(s) Requesting: _____

Hours Requesting: _____

Facilities Requesting: _____

Set-up Time: _____ Start Time: _____

End Time: _____ Take-down Time: _____

Purpose of Use: _____

Total Number of Expected Guests _____

Set-up Request Information:

Number of Tables:

_____ Square (Seats 8-10) _____ Round (Seats 6-8)

Number of Chairs _____

Use of Organ/Piano _____ Yes _____ No

Sound System _____ Yes _____ No

Instruments (if available) _____ Yes _____ No

Use of Candles _____ Yes _____ No

Will minors be attending? _____ Yes _____ No

I/We have agreed to abide by the rules and regulations as outlined for the use of the facilities.

Please find the enclosed required deposit and rental fees.

 Contact Person/Representative Signature Date

Fees:

Sanctuary \$ _____

Security Deposit \$ _____

Funeral \$ _____

Security Deposit \$ _____

Youth Fellowship Hall \$ _____

Security Deposit \$ _____

Class or Meeting Room \$ _____

Security Deposit \$ _____

Dining Hall \$ _____

Security Deposit \$ _____

Dining Hall and Kitchen \$ _____

Security Deposit \$ _____

Parking Lot or Court \$ _____

Security Deposit \$ _____

Custodian Services \$ _____

Security \$ _____

Musician \$ _____

Sound Technician \$ _____

Other: _____

_____ \$ _____

_____ \$ _____

Total Rental Fees \$ _____

Total Security Deposit \$ _____

TOTAL \$ _____

For official use only. Please do not write in the box below.

Approved _____ Denied _____

Reason: _____

Name (please print) _____

Signature: _____

Date: _____

Tabernacle S.D.A. Church Board reserves the right to approve all weddings, banquets, meetings, funerals, gatherings or assembly on its property. Facilities will not be available for rental during the Sabbath hours or during scheduled programs of worship. Approval is based on the priority in which it is received and availability of space based on existing programs. All request for usage should be made no later than 45 days prior to the event in writing with an Application for Usage Form. However, in emergency circumstances Tabernacle S.D.A. Church Board may over ride the 45 day rule, but an Application for Usage Form must be filled out. Events or programs outside of Tabernacle S.D.A. Church will require a security deposit and a rental fee as shown in the Request for Usage Form.

All programs must fall within the guidelines of the Seventh-day Adventist Organization principles, beliefs and standards. Failure to comply will result in immediate termination of the program and default on deposit and or security deposit.

Approved areas are to be kept clean and clear as stipulated by the Building Code of the City of Miami. Areas are to be kept and returned in the original condition as was received. Trash is to be taken out to the designated area outside the building unless specified by the facilities custodian. Furniture is to remain in the designated area.

All request of usage must be done in writing see Application for Usage Form.

Application for Usage Form must be submitted to the Church Secretary. Application must be filled out completely and signed.

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the facilities at no charge, subject to available space, as determined by the master calendar in the office.

Individual members in good standing of Tabernacle S.D.A. Church may request the use of the facilities for personal use for a minimal fee subject to the Church guidelines. However, if the facilities are being used for generating personal income, the standard rate for Non-Tabernacle Members may apply.

Non-profit service organizations in the community, other groups or organizations may apply to use the facilities subject to availability. The usage must not conflict with the policies, beliefs, standards and purpose of Tabernacle S.D.A. Church. The Tabernacle S.D.A. Church Board reserves the right to approve or decline any such request.

All ongoing or regularly scheduled use of the facilities by outside groups will require approval by Tabernacle S.D.A. Church Board.

Guidelines for Usage of Facilities

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the facilities, subject to available space, as determined by the church master calendar in the office.

Application for Usage Form is to be completed by the departmental or group Director and turned into the Church Secretary 45 days prior to the event. Some applications may need the approval of the Church Board depending on the activity, while others may be able to be added directly to the church master calendar based on availability.

The Church Administrator may reserve the right to move around meeting groups to other areas of the facilities based on size of the group. This is done in order to utilize the available spaces to its best potential.

Each Departmental or Group Head is accountable for maintaining a clean and safe environment at all times. Failure to do so may result in the termination of a group's or department's right to use the facilities and also the forfeiture of the security deposit.

Each Departmental or Group Head is responsible for leaving the area in the conditions in which it was found.

Each Departmental or Group Head is responsible for ensuring that the standards of the Church and Organization are maintained at all times.

The Tabernacle S.D.A. Church Board reserves the right to reinstate or rescind any department or group rights to use its facilities.

Groups and organizations outside the Tabernacle S.D.A. Church are required to completely fill out an Application for Usage Form by a representative of the group or organization at least 45 days prior to the event and be submitted to the Church Secretary. After it is approved by the Church Board, it is then added to the Church Master Calendar.

Request for set-up of tables and chairs, the use of audio-visual equipment, kitchen, eating and serving utensils, etc. must be stated completely on the Application for Usage Form and reviewed with the church custodian.

Set-up and takedown of furniture or equipment will only be done by the church staff. Building users are not to move furniture or equipment out of the designated areas. Failure to comply with this guideline may result in the loss of partial or full amount of the security deposit.

Security deposits will be returned after complete inventory and review of the area is taken.

The church custodian is usually available on the facilities. Any group using the facilities must arrange for access to the building at least 10 days prior to the event or can indicate such information on the Application for Usage Form. The facility must be left ready for its next scheduled use. All trash must be taken outside of the Building and disposed of in the designated collection area. If a custodian is needed outside of regular working hours for take-down and clean-up, an extra fee will be applied.

The use of glue, nails or tacks to attach decorations to the furniture, fixtures and walls is strictly forbidden.

All decorations should be removed directly after the event. Failure to do so may result in a deduction from the security deposit upon return or disposal of the decorations.

Decorations which need additional time for set-up and take-down must be indicated on the Application for Usage Form. This may result in additional fees to the agreement.

The usage of candles must be indicated in the Application for Usage Form.

The use of candles are allowed only if they are contained in a receptacle designed for them to prevent dripping on the carpet. In addition, the carpet area under candle stand must be covered with the appropriate approved material.

A sample of the candle and container in the final presentation stage must be submitted to the Church Secretary at least 10 days prior to the event for final approval.

Candles with large open flames are forbidden.

Church-owned musical instruments may be used only with the permission of the Director of Music and the Church Board. Groups that wish to have a piano tuned before an event may make the request in the Application for Usage Form. Only the church's piano tuner will be allowed and the group will pay the expenses. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and its tuner.

All music, to be used, must be cleared by the Director of Music of Tabernacle S.D.A. Church.

When minors will be present on the property, the group must indicate so on the Application for Usage Form and provide a written plan on how they will be supervised. All supervision must be consistent with the Tabernacle S.D.A. Church Policy. Depending on the circumstance, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

Groups, departments and organizations of the Tabernacle S.D.A. Church may have full use of the kitchen and its facilities once approved. Cooking or food preparation may be done but only under supervision by the Hospitality Department. If there is no supervision by the Hospitality Department, then cooking or food preparation is not allowed. The Hospitality Department is responsible for the Dining Room and Kitchen. They are to be held accountable for all furniture, kitchen and serving utensils, food and its inventory and maintaining all equipment. They are to take inventory prior and after each activity and report any discrepancy directly to the Church Secretary and Custodian immediately. Failure to do so will result the deduction from the department budget for the repair or replacement. The department head may be called into meet with the Development Committee to explain the oversight.

Groups outside of the Tabernacle S.D.A. Church may use the kitchen and its facilities once approved. However, NO COOKING or FOOD PREPARATION is allowed. Groups renting the fellowship hall may serve food that has been brought in by a caterer. All groups must provide their own supplies and equipment such as cups, silverware, serving bowls, plates, etc.

All foods that are is prepared or served on the facilities is to be within the guidelines set by the Bible and the beliefs of the Seventh-day Adventist Organization.

Each group or organization must designate a representative who will consult with the church staff in advance for the event and be responsible for:

- Custody of a key, if needed, and unlocking/locking back all doors and windows.
- Regulating thermostats for heating and cooling, according to instructions.
- Accounting for damages to the facilities.
- Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

NO ALCOHOLIC BEVERAGES, ILEGAL DRUGS OR SMOKING IS PERMITTED ON THE CHURCH FACILITIES OR ON ITS PREMISES.

To maintain the dignity and respect for all worship services, proper attire must be worn in the sanctuary at all times. Also, proper and modest attire is expected to be worn at all programs held at the facilities.

Profanity is forbidden on the church property.

When using the court for sports or the parking lot for any additional recreational activity, additional insurance coverage is required for Non-Tabernacle S.D.A. Church groups.

Proper sportsmanship conduct is expected at all times when participating in any sporting program or activity. Failure to perform in this manner may result in prompt termination of program and forfeiture of the security deposit

Usage of Facilities Fees

	Tabernacle Members Only	Non Tabernacle Member	Non S.D.A.	Notes
Weddings				
Sanctuary Only	250.00	500.00	1,000.00	Maximum of 6 hours + rehearsal
Security	250.00	500.00	500.00	
Funerals	No Charge	300.00	500.00	Maximum of 3 hours
Security	No Charge	100.00	200.00	
Youth Fellowship Hall	100.00	150.00	200.00	Maximum of 3 hours
	+10.00	+ 25.00	+ 40.00	Every additional hour
Security	100.00	150.00	200.00	
Class or Meeting Room	25.00	50.00	75.00	Maximum of 3 hours
	+ 5.00	+ 10.00	+ 15.00	Additional hour
Security	25.00	50.00	75.00	
Dining Hall	300.00	750.00	1,000.00	Maximum of 5 hours + set-up & take-down
Security	200.00	500.00	500.00	
Dining Hall + Kitchen	400.00	1,250.00	1,500.00	Maximum of 5 hours + set-up & take-down
Security	200.00	600.00	600.00	
Parking Lot or Court	50.00	150.00	200.00	Maximum of 4 hours
	+10.00	+ 25.00	+ 40.00	Every additional hour
Security	100.00	150.00	200.00	
Additional Services				Per hour with a 2 hour minimum
Custodian	20.00	30.00	35.00	
Security	15.00	25.00	30.00	
Musician	25.00	30.00	35.00	
Sound Tec.	20.00	30.00	35.00	

Checks are to be made payable to the Tabernacle S.D.A. Church at the point of submitting the Application for Usage Form.

All groups are responsible for damages done to any church equipment or furniture. There will be a fee of \$25.00 per damage incident, in addition to the cost of repair or replacement by the church. These fees will be deducted from the security deposit fee. Items costing more than the security deposit will require the group representative to settle the account.

Key Log – Figure 2.0

Key Holder Name _____

Address _____

Phone Number _____ Cell Number _____

Department _____

E-mail: _____

Date receiving key _____ Signature for Receiving Key _____

Deposit paid \$ _____ Date: _____

Date returning key _____ Signature for Returning Key _____

Deposit returned \$ _____ Date: _____

Kitchen Check List Layout – *Figure 3.0*

Kitchen Inventory List

No.	Storage Location	Item Description	Quantity on Hand	+ or -	Notes
	Serving				
1.					
2.					
	Dish Washing				
1.					
2.					
	Food Preparation				
1.					
2.					
	Dry Storage				
1.					
2.					
	Chill Storage				
1.					
2.					
	Freezer Storage				
1.					
2.					

I have reviewed the following items and agreed to the adjustments made.

 Hospitality Department

 Renter or User