

**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    
  Sabbath Usage **Tabernacle Members Only**

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:

Adults: \_\_\_\_\_

Children: \_\_\_\_\_

**Set-up Request Information:**

Number of Tables:

\_\_\_\_\_ Rectangular (Seats 8-10)     \_\_\_\_\_ Round (Seats 6-8)

Number of Chairs \_\_\_\_\_

Use of Organ/Piano     \_\_\_\_\_ 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.

**\*I/We agree when using the facility Custodian Services and Security is mandatory and a Sound Technician when using the Sanctuary. Multimedia service is optional (see Other under Fees).**

Please find the enclosed required deposit and rental fees.

\_\_\_\_\_ **Contact Person/Representative Signature**     \_\_\_\_\_ **Date**

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

**Fees:**

Sanctuary Only \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Funeral \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Youth Fellowship Hall \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Class or Meeting Room \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Dining Hall & Pantry (Heath Hall) \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Parking Lot or Court \$ \_\_\_\_\_  
 Additional Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Multimedia \_\_\_\_\_ X \$ 35.00 \$ \_\_\_\_\_  
 Total Rental Fees \$ \_\_\_\_\_  
 Total Security Deposit \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Approved _____ Denied _____ Date: _____ Reason: _____ _____ Name (please print) _____ Signature: _____
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Time Facility: Open _____ Closed _____ Total: _____ Reason for additional time: _____ _____ _____ Name (please print) _____ Signature: _____ Date: _____
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**Request for Usage**

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 or Clerk. 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 or Clerk 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 or Clerk. 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 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 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 or Clerk 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 pantry 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, than cooking or food preparation is not allowed. The Hospitality Department is responsible for the Dining Room and Pantry. 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 or Clerk and Custodian immediately. Failure to do so will result the deduction from the department budget for the repair or replacement. The departments 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 pantry 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 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**

Description	Tabernacle Members Only	Non Tabernacle Members	Non Seventh-day Adventist	Notes
<b>Wedding</b>				
Sanctuary Only	575.00	925.00	1,275.00	5 Hours – inclusive of Rehearsals, Set-up/Take Down
Additional Hour	140.00	170.00	200.00	
Security Deposit	280.00	340.00	400.00	
<b>Funerals</b>				
Sanctuary Only	No Charge	825.00	1,025.00	4 Hours – Open to Close
Additional Hour	85.00	170.00	200.00	
Security Deposit	170.00	340.00	400.00	
<b>Youth (Chapel) Fellowship Hall</b>				
Hall	250.00	350.00	325.00	3 Hours – Open to Close
Additional Hour	90.00	120.00	130.00	
Security Deposit	90.00	120.00	130.00	
<b>Heath Hall (Dining Hall)</b>				
Dining Hall & Pantry	650.00	1,050.00	1,500.00	5 Hours – inclusive of Set-up/Take Down
Additional Hour	140.00	180.00	200.00	
Security Deposit	280.00	360.00	400.00	
<b>Class or Meeting Room</b>				
Per Class/Meeting Room	100.00	125.00	150.00	3 Hours – Open to Close
Additional Hour	50.00	50.00	50.00	
Security Deposit	50.00	50.00	50.00	
<b>Parking Lot or Court</b>				
Outdoor Only Event	250.00	300.00	500.00	5 Hours – inclusive of Set-up/ Take-Down
Additional Hour	55.00	60.00	100.00	
Security Deposit	55.00	60.00	100.00	

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.

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<b>Wedding</b>				
Sanctuary Only	575.00	925.00	1,275.00	5 Hours Inclusive of Rehearsals, Set-up/Take Down
Additional Hour	140.00	170.00	200.00	
Security Deposit	280.00	340.00	400.00	
<b>Funerals</b>				
Sanctuary Only	-	825.00	1,025.00	4 Hours Open to Close
Additional Hour	85.00	170.00	200.00	
Security Deposit	170.00	340.00	400.00	
<b>Youth (JL Chapel) Fellowship Hall</b>				
Hall	250.00	350.00	375.00	3 Hours Open to Close
Additional Hour	90.00	120.00	130.00	
Security Deposit	90.00	120.00	130.00	
<b>Heath Hall (Dining Hall)</b>				
Dining Hall & Pantry	650.00	1,050.00	1,500.00	5 Hours Inclusive of Set-up/Take Down
Additional Hour	140.00	180.00	200.00	
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Security Deposit	50.00	50.00	50.00	
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**See Figure 1.0 for Application for Usage Form**