

Instruction Process

This application is for the purpose of reserving space at TFC-DC. Application should be completed and submitted at least 30 days prior to the date of a small event or at least 60 days prior to the date of a large event. **Please note that a \$50 deposit is required at the time of application. Deposit will be refunded within five (5) days after event using the same method as deposit was made IF the facility is left in the condition in which it was found. Please see Page 2 for details.**

The TFC-DC Executive Administrative Assistant (EAA) schedules and calendars all activities and events including monthly meetings and classes. Therefore, this Facility/Space Use Application form must be completed and submitted to the EAA for initial review. The application will then be processed.

Approval Process

- A decision to approve or decline this application will be determined by the Facility Operations Team. **Note:** TFC ministry events will take precedent over any outside event at all times.
- Application reviewed by EAA for completion and clarity.
- Application forwarded to Facility Operations Team.
- If approved, requested date, time and reserved space will be placed on the TFC-DC online calendar (www.wearetfc.org).
- Notice of event will be distributed via email to all parties involved: (i.e. requester, Worship Team, Sound Media Team, IT Team, Communications & Public Relations Team, Kitchen Staff or other team needed to cover the event.) Contact information for the primary Facility Operations Team member will be provided to the person requesting use of the facility.
- Up to the date of the event, reminders of the approved, upcoming event will be sent, periodically, via text message, to designated Facility Operation Team members
- If rental is being secured by a person outside of TFC's membership, a Certificate of Insurance (COI) is required with a minimum of \$1,000,000 liability. We Are The Fellowship Center must be listed as an "Additional Insured." Please contact your insurance company regarding your COI coverage.

Cancellations: If for any reason the event is cancelled, please contact the EAA via email (info@wearetfc.org) or contact the designated Facility Operations Team member directly so that the appropriate TFC-DC Team members may be notified of the cancellation. In some cases, where a paid event was secured with a deposit and where other subsequent events were denied, a deposit may be forfeited. This will be determined on a case-by-case basis.

Please leave a message for the EAA (240-334-7147) for additional information not included on this Facility/Space Use Application.

God bless you and thank you for your request.

TFC Operations Team

TFC POST FACILITY RENTAL CLEANING CHECKLIST

Instructions:

The Event Staff will ensure that this checklist is completed by initialing in the designated area.

Facility Rentor/Responsible Person: Please perform clean up tasks for each "Rented" area specified below and return completed form to the on duty Rep. **In order to receive refund of your \$50 Deposit you must ensure facility is cleaned and that the Event Staff receives a copy of this completed form.**

Reminder: The \$50 deposit will be refunded to Responsible Person within 5 days using the same method that deposit was paid. Thanks in advance for your cooperation!

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|--------------------------------------|--|--|----------------------------|-----------------------|
| Event Name: | Event Date: | Responsible Person (RP): | Facility Renter's Initials | Event Staff Initials: |
| 1. Bathroom | Ensure that all items have been replaced (i.e. toilet paper, paper towels, trash bags) and that area | | | |
| 2. Kitchen | Ensure that all appliances, dishes and general areas used are cleaned and orderly. | | | |
| 3. Food | Ensure that no food is left out on countertops or in refrigerator. | | | |
| 4. Multipurpose Floors/Chairs | Check all floors and chairs for stains, spills, and stickiness. Spot clean, using Bruce for hardwood floors. And multi-surface cleaner | | | |
| 5. Tidy-Up | Please make sure everything is returned to it's proper place. | | | |
| 6. Coolers | Empty coolers of any remaining stock, drain, and dry out. | | | |
| 7. Overall Facility | Collect all trash in Multi-purpose area, kitchen, bathrooms and any other area used. Dispose of trash outside in dumpster located to the left hand side of building outback. | | | |
| Check Linens Used: | | Please describe items used during rental | | |
| # of Table Cloths: | | Color: | | |
| # of Chair Covers: | | Color: | | |
| # of Center Pieces: | | Type: | | |
| Return of Deposit?: Circle One: | | Area Only for Event Staff Comments: | | |
| Approved Denied | | | | |
| TFC Event Staff Signature: | | | | |



TFC Development Center – Facility/Space Use Application

4715 Sellman Road – Suite D – Beltsville, Maryland 20705

Office Voice Mail: (240) 334-7147 Fax: (240) 595-6231

**NOTE: Due to our Christian commitment and to vicarious liability laws,
drugs or alcoholic beverages will not be permitted in the facility.**

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|--|----------------------------|--|---------------------------|--|
| 1. Requestor's Information | | Date Submitted: _____ | | |
| _____ Name of Requestor/Contact Person | | _____ Address | | |
| _____ Day Time Phone Number | _____ Cell Phone Number | _____ Email Address | | |
| Event Description: _____ | | | | |
| 2. Event Details (meeting, conference, workshop, etc.) | | Date of Event: _____ | Day of Week: _____ | |
| _____ Type of Event | _____ # Expected | _____ Event Start Time | _____ Event End Time | |
| _____ Name of Clean-up/Set-up Rep | | (We cordially ask that you end your event on time and properly dispose of all trash.) | | |
| 3. Facility Details Select preferred space or spaces being requested: <input type="checkbox"/> Sanctuary/Multi-purpose Room** ____ 1-2 Hours - \$100 or \$125 w/classroom ____ 3-4 Hours - \$150 or \$175 w/classroom ____ 5-6 Hours - \$250 w/classroom <input type="checkbox"/> Classroom/Multi-purpose Room** ____ 1-2 Hours - \$30 ____ 3-4 Hours - \$50 ____ 5-6 Hours - \$100 4. Is kitchen use required? (Circle one) YES NO 5. Is AV team member required? (Circle one) YES NO ____ Number of hours needed? (\$15 per hour) **Please note that TFC-DC reserves the right to determine set-up of tables and facility for most efficient use of space. ***Please note that 2 hours for set up and clean up (1 set up and 1 clean up hour) are provided free of charge, and are not included in your rental hours. | | 6. Equipment Needed: ____ LCD Overhead Projector ____ Lavalier Microphone ____ Cordless Microphone ____ Keyboard ____ Podium (microphone) ____ Podium (w/o microphone) ____ Easel Only ____ Easel (w/markers) ____ Registration Table ____ Tables ____ Chairs Other: (specify) _____ _____ _____ _____ | | 7. Services /Support: ____ Communications/PR ____ Counters ____ Sound Media ____ Keyboardist ____ Kitchen (Certified Food Handler) ____ Other: (specify) _____ _____ _____ _____ 8. Set-up – Specific Request (Rounds/L-shape/Theater/Other) _____ _____ _____ |
| 9. Official Use Only: _____ Approved _____ Declined Reason for disapproval or Stipulations for approval: _____ _____ _____ Signed: Facility use requestor _____/Date _____ Signed: TFC Operations Staff _____/Date _____ | | | | |