

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.

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."

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 feel free to call and/or leave a message for the EAA (202-297-0242) for additional information not included on this Facility/Space Use Application.

God bless you and thank you for your request.

TFC Operations Team



TFC Development Center – Facility/Space Use Application

4715 Sellman Road – Suite D – Beltsville, Maryland 20705

Office: (240) 297-0242 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.

1. Requestor's Information		Date Submitted: _____	
_____ Name of Requestor/Contact Person	_____ Position of Ministry	_____ If TFC Event – Note 7-Fold Pastor	
_____ 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 – (80 Max.) _____ 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 (15 Max.) _____ 1-2 Hours - \$30 _____ 3-4 Hours - \$50 _____ 5-6 Hours - \$100	6. Equipment Needed: ___ LCD Overhead Projector ___ Lavalier Microphone ___ Cordless Microphone ___ Keyboard ___ Podium (microphone) ___ Podium (w/o microphone) ___ Easel Only ___ Easel (w/markers) ___ Registration Table ___ Wireless Internet Access ___ 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) _____ _____
4. Is kitchen use required? (Circle one) YES NO		9. Official Use Only: _____ Approved _____ Declined Reason for disapproval or Stipulations for approval: _____ _____ _____ Signed: Facility use requestor _____/Date _____ Signed: TFC Operations Staff _____/Date _____	
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 review the Instructions/Process to ensure your application is completed. You may call the EAA office with any questions not answered on this form.			