



**Tabernacle of David
AND
Larry M. Trice, Sr. Family Life Center**

**EVENTS
AND
BUILDING USAGE**

Information, Guidelines And Pricing

Larry M. Trice, Jr., Pastor
Tabernacle of David
2645 West Holmes Road, Lansing, MI 48911

GENERAL GUIDELINES

Our facilities are used for God's glory and to promote His Kingdom here on earth. Facility usage must fall within the guidelines and beliefs as set forth by the Tabernacle of David (TOD). Use of this facility will not be allowed by organizations or individuals whose standards are contrary.

While making use of these facilities, remember, at all times, to use them with reverence and dignity.

Priority is given to Tabernacle of David members and ministries. An activity shall not interfere with the TOD's use without prior consent of the ministry whose schedule must be adjusted to accommodate the activity.

Prior to approval for use, all groups must provide a copy of their CERTIFICATE OF INSURANCE (Minimum \$300,000) absolving the Tabernacle of David and/or LMTS Family Life Center of any exposure related to an injury sustained while using our gym. This applies only when the gym is being used for basketball, volleyball, or other games, not meals or meetings).

The person or organization receiving permission for use of the facility or grounds shall be responsible for DAMAGE to, or loss of facility property during the time of use.

TOD is not responsible for any lost, stolen or damaged items.

**ALL GROUPS USING ROOMS OR ANY AREAS
MUST RESTORE THEM
IN THE SAME CONDITION AS THEY WERE FOUND**

All alcoholic beverages are prohibited anywhere on these premises.

Smoking is prohibited anywhere on these premises.

Red and Grape colored beverages or punch mixes are prohibited anywhere on these premises due to staining.

All activities must have a RESPONSIBLE ADULT SPONSOR in attendance at all times.

NO CONSTRUCTION CHANGES can be made to any facility without written approval from the Business Administrator.

GENERAL GUIDELINES (CONTINUED)

All temporary decorations that require mounting should be hung on a bulletin board or hung using 'poster putty' or 'plastic tack'. DO NOT use tape.

All permanent decorations must be approved before being placed outside or inside the facilities. There will be no display of recognition for any donated item or decoration given to the Tabernacle of David.

Times will be extended for scheduled events and may vary for holidays and/ or special events. The use of the building during non-conforming hours must be requested at least one week in advance. A facilities staff person will be on-duty during conforming hours.

Flip Charts—please tear off and discard your used paper.

Turn off lights and make sure the door is closed when vacating the room being used.

Groups or individuals wishing to use the kitchen must review the Kitchen Use Policy. For catered meals, a \$150 deposit is required. The deposit is refunded if the kitchen is left clean and undamaged with all dishes and utensils counted.

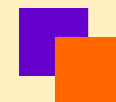
No food or beverages are to be used in classroom and hallway areas without prior approval.

The primary use of our church is for worship services, weddings, rehearsals and funerals. Approval may be granted for other events including, but not limited to, Christian concerts and meetings.

No food or beverages are allowed in the sanctuary.

All events held in the sanctuary require an approved TOD sound technician. Non-TOD events will be charged an additional fee.

Ministry groups and organizations which are under the direct oversight of the TOD may reserve areas of the facility for events with minimum or no fee being charged. All Non-TOD groups, organizations, and private family functions requesting use of the facilities are subject to availability and prior approval, and to the appropriate fees as listed in these guidelines.



IF YOU SEE SOMEONE WITHOUT A SMILE...

EVENTS IN MOTION

Thank you for your interest in using the Tabernacle of David and Larry M. Trice, Sr. Family Life Center facilities for your event!

Please take time to review the information, guidelines and pricing information contained in this pamphlet.

We are available via appointment, phone, and email.

Phone: (517) 882-6866 Ext. 234

Email: tod.lmtevents@todc.org

Please leave us a detailed message and we will gladly assist you with your request. If your call is of an urgent nature, (i.e., funeral request or emergency need), please ask to speak to the Business Administrator. Your request will be handled as quickly as possible.

We look forward to serving you and are here to help make your event a success!

Events in Motion Team,
Gloria Denning, Events Coordinator
Jonetta (Murchison) Norris, Administrator

NOTE: Tabernacle of David members in good standing (according to Member Guidelines) will be charged an Administrative Fee per area used. Additional fees for non-ministry and non-TOD events may apply. Please contact Events In Motion Ministry to obtain pricing /fees.

HOW TO MAKE A RESERVATION

- 1) Complete the Event Information Intake Form and return to the Events in Motion Coordinator's mailbox, OR
- 2) Call Events In Motion to speak with our coordinator; or you may leave a detailed message including the time, date and purpose of your event and indicate the areas you wish to reserve, OR
- 3) Reserve your request by sending an email request to: tod.lmtevents@todc.org

You may visit the calendar on our website: www.todc.org and view potential availability for your upcoming event.

Areas Available for Usage

Sanctuary/Church Classrooms
Gymnasium Kitchen
Prayer Chapel

Additional Services Available*

Media Services (REQUIRED Service)**
Decorations for Events
Repast Feeding (Funeral)
Room Set-up
Security (REQUIRED Service)**

The 'additional services' must be requested during the signing of contract agreement. Any additional services must be agreed upon between both parties prior to event date.

*Additional Fees may be charged with additional services.

**Required for most Events.

TABERNACLE OF DAVID & LMTS FAMILY LIFE CENTER*

Church (Including Wedding and Rehearsal)	\$1,000
Church and Gymnasium	\$1,500
Church, Gymnasium, and Rehearsal Dinner	\$1,750
Gymnasium	\$750
TOD Prayer Chapel	\$300

CHURCH SERVICES/FUNERALS

Church Only	\$500
Church, Gymnasium and Kitchen	\$1,000

GYMNASIUM*

Nonprofit events & overage fee up to 10:00P.M.	\$125 Per Hour
Gym or Kitchen (per hour)	\$250
Stage Area (per hour)	\$50

Note: Fees applied per area used (packages are available).

NON-PROFIT ORGANIZATIONS EVENTS \$750

(Individual fee to be determined per event showing a profit)

CLASSROOMS

3 hour minimum	\$45 per hr. (Add'l hrs. beyond 3 hrs. is \$10 per hr.)
8 weeks or more	\$30 per hr. (8 hr. maximum during business day)

MISCELLANEOUS

Schools/Government	\$50 per hr. (2 hr. minimum)
House Sound System	\$50 per hr.
Security	\$10 per hour /per person (Minimum 2 persons)
Events Team Member	\$10 per hour/per person

APPLICATION FEE \$25

SET UP FEE:

Standard chairs	no extra charge
Cushioned chairs	\$2 per chair
(A \$10.00 cleaning fee per chair may apply if soiled).	
Chairs/Tables (10 to 150)	\$120.00
Chairs/Tables (151 to 300)	\$250.00
Facility Cleaning Fee	\$375.00 (facility responsible)
Facility Cleaning Deposit (refundable)	\$250.00 (patron responsible)

FEES ARE NON-NEGOTIABLE

(NOTE: PRICING MAY VARY BASED ON EVENT SET-UP)