
ALL USAGE:

TSCC ministries take precedence over any outside activity or organization.

All requests for church usage, both church activities and personal use, must be scheduled with the Office Support Staff. TSCC leadership reserves the right to refuse usage to anyone without giving cause.

TSCC EVENT

- If any portion of the building is being used for a church event (i.e. small groups, ministry meetings, church wide fellowship, etc.) the following steps will need to be taken by the person making the request and the Office Staff.
 - Contact the Office Support Staff by phone or email to determine if the desired area is available at the date and time requested.
 - Once building usage is approved, the person who made the request will be notified and the event will be added to the paper and website calendar by the Office Support Staff.
 - A checklist will be sent to the person who made the request, either in person or through email, outlining the basic cleaning requirements of the room they are requesting.
 - The Facilities Manager, along with Office Support Staff, will be emailed the date, time, and details of the building usage.
 - The Facilities Manager will contact the person who made the request closer to their event to clarify and outline basic and additional cleaning procedures needed.
 - It is imperative that you stay in the room that you requested. If other rooms will be used during your event for any reason, you will need to request those rooms as well.
- Any bowls, dishes, or serving utensils used that belong to TSCC must be washed and put away.
- If food is served in any way, metal chairs must be used in place of the cloth chairs.
- Tables and chairs must be cleaned and returned to where they were located prior to the event.
- All trash in your requested room must be emptied and taken to the trash bin located outside on Tulip Street.
- Any use of bounce houses/Inflatables of any kind must be cleared by the church insurance before use. See Office support staff for information.

NON-TSCC EVENT

- Permitted non-TSCC usages include, but are not limited to, birthday parties, graduation parties, family reunions, celebrations, baby showers, bridal showers, weddings, receptions, etc.
- Restricted / Prohibitive Usages include, but are not limited to, any political rallies, meetings, or affiliations with politics, for profit organizations or activities such as personal yard sales or fundraising.
- A refundable deposit of \$125, \$25 for key and \$100 for cleaning and damages, will be required by all who request the use of the building. At the completion of the event if the key is returned and the building is in acceptable order, you will receive your deposit back. Additional building usage charges will be required for non-TSCC attendees.
- The building will not be rented after 6:00 PM on a Saturday to allow for the set up for Sunday morning services.
- All computer and sound equipment is off limits to those using the building. Use of the equipment is subject to the availability of a TSCC sound/computer tech. (additional fees will apply)
- You are required to bring in your own paper products and utensils for food service and consumption.
- Any bowls, dishes, or serving utensils used that belong to TSCC must be washed and put away.
- If food is served in any way, metal chairs must be used in place of the cloth chairs.
- Due to liability reasons, there will be NO bounce houses/Inflatables allowed on the premises for non TSCC events.
- There will be no tolerance for alcohol consumption, smoking or any inappropriate, unethical or immoral behavior that is contrary to Scripture or TSCC standards.
- Anyone wishing to use the building for personal use MUST complete an application form specifying type of function and specific room needs (such as kitchen, nursery, etc.). This form can be accessed on the church website or picked up in the church office. This agreement must be on file in the church office, all up-front deposits are to be paid, and any required insurance liability forms must be turned in before reservation is to be considered official.
- The following steps will need to be taken by the person making the request and the Office Staff.
 - A building usage form needs to be filled out and returned to Office Support Staff.

- After the form is received, it will be reviewed and approved or declined by Office Staff and the person who made the request will be notified by the Office Manager/Administrative Assistant. Any necessary and/or additional information will be collected at that time. Arrangements will be made to leave a deposit and pick up a key and a checklist outlining the basic cleaning requirements of the room they are requesting.
- Once finalized, the approved form will be added to the building usage folder in the office and the event will be added to the paper and website calendar by the Office Manager/Administrative Assistant.
- The Facilities Manager, along with Office Support Staff, will be emailed the date, time, and details of the building usage.
- The Facilities Manager will contact the person who made the request closer to their event to clarify and outline basic and additional cleaning procedures needed.
- It is imperative that you stay in the room that you requested. If other rooms will be used during your event for any reason, you will need to request those rooms as well.

Rental Fees

- All fees are to be paid to TSCC and then disbursed by check to appropriate personnel. Those who provide services, have the right to refuse payment. If payment is refused, the payment should not be collected or if already collected it should be refunded. Tax Form 1099 will be issued to persons who have earned \$600 or more during the year for providing these services. If the service provider is already provided with a W2, the amount will be added to this form.
- **There will be no building rental fee charged to TSCC family, this includes anyone who calls TSCC their home.**
- **Not-For-Profit Organizations** for single use occasions will not be charged for room usage. Kitchen usage for light refreshments will be available if needed. The NFP Org. will be responsible for clean-up. If technicians are needed, room usage will be based upon the availability of the Technician and fees will be assessed accordingly. For on-going usage a contract will be drawn up and agreed upon by both parties. Fees may be assessed for heating / cooling and any use of equipment. Liability insurance with TSCC as additional insured will have to be provided.

Guidelines for other activities that are ongoing will be determined by type of organization, length of usage and what costs TSCC will incur for heat / ac, lights, "wear & tear" of items used, etc.

Deposits for keys, breakage of property or additional cleaning.

- Key Deposit: \$25 – refundable upon return.
- Breakage/Cleaning Deposit: \$100 – refundable if no breakage occurs or no clean-up is needed; amount to be retained will be determined according to cost of repair or cleaning.

D1 / Ezone

- \$50 for room usage

Basement – Not available for use

Classrooms

- \$10 for room usage

Resource Center

- \$20 for room usage

Gymnasium/Auditorium

- \$100 room usage

Kitchen

- \$25 – flat fee for time during building rental

Janitor

- If a janitor is requested: \$15 per hour – estimated amount paid in advance.
- If a janitor is not requested and the building is not left in an approved state upon inspection, the janitor fee will be deducted from the original deposit at the cost stated above.