



INTERNAL **CHURCH FACILITY USE REQUISITION REQUEST**

Please read the policies and procedures before completing the form. This information will help you to successfully complete the form and secure the requested date(s) and time(s) for your service/event at Tabernacle Missionary Baptist Church.

Policy

All requested dates of usage should be reconciled with the approved annual church calendar. If the requested day and time conflicts with a scheduled church activity or worship service; an exceptional request can be submitted. Exceptional dates and times must be approved before any changes to events already scheduled.

The following church officers are authorized to approve church use requisitions:

- Business Administrator
- Church Office Administrator

A church use requisition is not completed unless the signature of an authorized official is on the form. The time and date that the form was signed must clearly appear on the church facility use requisition form.

Funeral services have priority over all church facility use activities. Please make sure your schedule is flexible to accommodate this certain but untimely truth. Whenever possible select and request alternative dates and times for your event.

Security can be provided if requested in enough time prior to the scheduled event. If requested this requisition will be forwarded to the Security Ministry who will contact the individual making the request to confirm who has been assigned as security.

Members of Tabernacle are not charged to use the facility if the event/meeting is sponsored by an approved ministry of the church and/or the event is for the congregation.

Procedures:

All church facility use requisition forms must be submitted based on available dates and time according to the approved annual church calendar.

1. Secure a copy of the approved annual church calendar or refer to the up to date electronic version. Doing so will save you time when considering scheduling a special service or program.
2. Affirm that the date(s) and time(s) you desire are available before you begin the request process.
3. If the date(s) and time(s) is/are available, secure a church facility use requisition form from the document rack outside the church office or from the church office staff.
4. Turn in the completed form to the church office staff.
5. Your approved date(s) will be placed on the church activity calendar.
6. Your approved(s) will be included on the posted Schedule of Events.



INTERNAL REQUISITION FOR CHURCH USE

Ministry/Auxiliary Name: _____

Title of Event: _____

Date(s) Requested: _____

Set Up Time: _____ AM or PM Event Start Time: _____ AM or PM

Event End Time: _____ AM or PM Clean Up Time _____ AM or PM

Contact Name: _____ Contact Number: _____

Email Address: _____

Is Security requested for this event? _____ Yes _____ No

Is food being served at this event? _____ Yes _____ No

***If your event/activity involves feeding 10 or more children, please review attached copy of the Faith and Health Nutrition Policy and acknowledgment form. Failure to return the acknowledgment form will result in your event/activity not being approved.**

Area(s) Requested:

- Sanctuary RM Fellowship Hall Conference Room(s) 1__, 2__ 3__ Kitchen
- Nursery Baptismal Pool Multi Purpose Room(s) 1__, 2__
- Van Usage Parlor/Overflow 29th Building Parking Lot

Special Set-Up:

- P.A. System Chairs/Tables Sound Technician Offering Receptacles

Additional Set Up Details (provide floor plan 1-week prior to event if special set up is required):

Requestor's Signature(s): _____ Date: _____

Approved By: _____ Confirmed By: _____

Date: _____ Date: _____

**Tabernacle Missionary Baptist Church
Faith and Health Policies**

Policy Statement

Tabernacle Missionary Baptist Church is dedicated to making disciples and effectively nurturing their growth to spiritual maturity. TMBC is committed to living as responsible Christians having and using institutional policies to promote the incorporation of active living, physical activity, and healthy nutrition principles in each program and event focused on children and youth.

Nutrition Policy

Child, youth and family events at TMBC will provide healthy meals and snacks to promote increased fruits and vegetables, increased water consumption, increased fresh whole foods with high nutrient value, portion control, decreased sugared beverages/desserts and avoidance of processed foods. TMBC will use evidence-based standards that will guide our nutrition policy. There is a recommended meal and snack plan filed in the church office.

Overarching Goal: To enhance the lives of our children, youth, congregation and community by incorporating physical activity and broader nutritional plans for healthy living.

Policy Implementation Strategies for Nutrition

- 1) Prepare, plan, and execute meal and snack guidelines to be used by all auxiliaries/ministries that serve youth and children. Ensure meals are well balanced and nutritious.
 - a. Ensure water is accessible and the primary beverage at all feeding programs and activities
 - b. Provide 100% juice and low calorie beverage options such as unsweetened ice tea and flavored water (4 oz or less is the acceptable servings size for children)
 - c. Beverages that contain caffeine will not be served except chocolate milk
 - d. Ensure serving portions are kept at a minimum (two servings per child)
 - e. Provide fruit and vegetables as primary snack options and with every meal
 - f. Provide and use snack guidelines with all auxiliaries/ministries that serve children and youth.
 - g. A vegetarian entrée must always be provided
 - h. Provide a meal plan and calendar each month for Tuesday's Church School Feeding Program
 - i. Provide a Dietary Needs and Restrictions Form (A form is to be kept on file for all children and youth that participate in the Tuesday's Feeding Program)
 - j. Youth run concession stand (year round) provide access to healthier food options for the congregation. Teach Christian business values/ethics and generate funds for youth and children's ministry
 - k. Increase access to vegetables for our youth, children, families and congregation by providing produce harvested from our church garden during Tuesday Church School.

I _____ have read the Faith and Health Nutrition Policy and agree to adhere to this policy. If I need further guidance and or information regarding this policy and or meal planning I will contact the Health Ministry.

Signature

Date

Title (Lead/Coordinator)

Name of Ministry

** Please keep a copy for your records and ensure that a copy with your signature remains with the requisition. Thank you.*