

LOVE AND FAITH COMMUNITY CHURCH
BISHOP-ELECT LAMAR SIMMONS, PASTOR
1410 East Indian Head Drive; Tallahassee, FL 32301
(850) 878.4930 ♦ FAX (850) 878.1269
Email: administration@thelfcc.org

Date Submitted: ____/____/____

EXTERNAL BUILDING REQUEST FORM

Please return to the LFCC Administrative Offices no later than 21 business days prior to the date of the event. LFCC Staff will contact you to confirm building availability OR to reschedule, within 7-10 business days.
All external building requests must be approved by Pastor Lamar Simmons.
Delays may occur as a result of his availability.

Name:	
Company/Organization Name:	
Contact Number:	
Email Address:	

EVENT INFORMATION

Requested Date(s):	
Alternate Date(s):	
Expected # of Attendees:	
Free Event or Ticketed Event:	

Type of Event (Please check one):

- Concert/Musical Seminar/Workshop Worship Service Other: _____

Areas of the Facility Requested (Please check all that apply):

- Sanctuary Fellowship Hall Kitchen Multipurpose Room
- Boardroom Other: _____

Event Times		Rehearsal Date & Time	
Setup Time:		Rehearsal Requested:	
Sound Check:		Rehearsal Date:	
Event Start Time:		Rehearsal State Time:	
Event End Time:		Rehearsal End Time:	
Breakdown/Exit Building Time:			

***Please note that there will be additional fees if event ends later than contracted/requested time.*

Other Needs:

Audio Recording Requested: Yes No

Blank CD(s) must be provided at least 3 days prior to event.

Multi-Media Requested: Yes No

Projector presentations must be provided at least 5 days prior to event.

Permission for Decorations: Yes No

All decorations must be approved by the Administrative Staff, in advance; must be provided by the requesting organization.

of Tables requested: _____

of Chairs requested: _____

Special Needs: *(Please list any special needs or requests for the date of the event. Special needs include, but are not limited to: seating arrangements, sound requirements, lighting, additional staff, etc.)*

By signing below, I acknowledge my understanding that a Facility Usage Fee may be charged. If assessed, this fee will be used to supplement any costs associated with facility usage, equipment needs, additional staff, etc. I recognize that such a fee is determined on a case by case basis, after all event needs and requirements are established and confirmed. A debit card or credit card is required to be on file should the vendor go over the contracted usage time.

I understand that the approval of facility usage is based upon availability; however, Love and Faith Community Church reserves the right to reschedule and/or cancel events should a conflict arise. Priority will be given based on event type, existing building requests and other factors, as deemed significant by Love and Faith Community Church. Love and Faith Community Church further reserves the right to assess a building condition fee, after the event has come to an end, in the event of vandalism, accidents, extraordinary clean-up, and/or additional factors of the like, which occurred during my usage of the facility for the event and its related activities.

Furthermore, my signature below, hereby indemnifies Love and Faith Community Church and holds the aforementioned entity and its officers, leaders and members therein, protected from all liability, loss, damage, and/or expense claims associated to the injury of any person(s) and/or property, which may occur, during my organization's and/or /company's usage of said facility.

Name *(if different from above)*

Title

Signature

_____/_____/_____
Date

****For Office Use Only****

Received by: _____

Date: ____/____/____

Approved Denied Explanation: _____

Pastor Simmons' Initials: _____

Administrator's Initials: _____

Organization Contacted: Yes No

Date: ____/____/____