

Steps to Reserve the Alpine Tabernacle

Step 1. Acquire approval of the American Fork Utah Stake to use the Alpine Tabernacle. The Tabernacle is reserved for use by the Church of Jesus Christ of Latter-day Saints, and its individual stakes, wards, branches and other organizations related to the Church. The purpose of the building is to provide a sacred space where members of the Church may gather to worship and commune with other Saints. All use must meet certain criteria, including: (1) It must conform to all Church doctrines and policies; (2) It must conform to the sacred nature and purpose of the building. Any group authorized to use the Tabernacle and its surrounding curtilage, must do so in conformity with all of the rules, regulations, policies, procedures and tax-exempt status set forth by The Church of Jesus Christ of Latter-day Saints, and in the following "Alpine Tabernacle Policy" form.

It is recommended that the Individual or leader requesting scheduling acquire a stake sponsor/host to assist with guidelines contained in the Alpine Tabernacle Policy form.

Leaders who request, sponsor or host events are responsible for reporting any damages to the Tabernacle premises and assume full responsibility for those in attendance. Leaders ensure their sponsored activities or meetings are fully staffed and follow all Alpine Tabernacle Policies, Church Policies and Guidelines.

To request consideration for approval please contact the schedulers listed below.

Step 2. Complete and return the following form:

- ***Alpine Tabernacle Scheduling Request***

Step 3. Submit the forms listed above to:

Brother and Sister Bogh
American Fork Utah Stake
Alpine Tabernacle Scheduling
51 South 990 East American Fork, UT 84003
alpinetabernacle@gmail.com
Phone: 801-763-0002

Alpine Tabernacle Policy

1. Food and/or drink are not allowed in the Tabernacle.
2. User will ensure that User, its employees, agents, members, licensees, and invitees:
 - a) Do not use or consume alcohol, cannabis, or illegal drugs, on the Property or enter on the Property while under the influence of such substances.
 - b) Do not smoke, vape or use tobacco, marijuana/cannabis in any form on the Property.
 - c) Refrain from using profanity or crude language or being discourteous or uncivil to others on the Property.
 - d) Do not view or allow pornographic or other indecent materials on the Property.
 - e) Do not play obnoxious and/or loud music on the Property.
 - f) Refrain from wearing immodest or offensive clothing while on the Property.
 - g) Do not bring any weapons on the Property, including even properly licensed and concealed firearms.
 - h) Do not bring cooking equipment or heaters onto the Property.
 - i) Do not bring or permit pets or animals, other than trained service dogs on the Property.
 - j) Leave the Property in a neat and orderly manner.
3. Due to the risk of fire, no open flames are allowed in the building or on the grounds. This includes candles, pyrotechnics, or any other device or material that presents a fire hazard.
4. The care and security of your equipment and property is your responsibility. Equipment and property of guests of the Tabernacle should be immediately removed after the event is completed. The Church of Jesus Christ of Latter-day Saints, nor the agent stake, are not responsible for lost, stolen or damaged items.
5. Furniture, fixtures and furnishings (benches, seats, podium, piano, organ, lights, etc.) may not be moved or modified. Scaffolding, dividers, heavy equipment, light racks, etc. are not allowed. Sound systems are not permitted to be connected into the Tabernacle facilities systems.
6. Nails, tacks, rope, tape, paint, decorations and adhesives of any kind are not to be used on the furniture, floors, rails, walls, lights, organ pipes, benches, woodwork, building exterior, etc. Electric cords are discouraged and not allowed to cross walking areas or create tripping hazards.
7. Once the building has been opened, provide supervision by an adequate number of responsible adults at all times; do not leave the building unlocked or unattended. Liability for any damages is the responsibility of the individual, group, ward or stake using the building.
8. The building and property must be completely vacated, cleaned and locked by 9:30 p.m.
9. Snow and ice removal is mandatory; it is the exclusive responsibility of the User.
10. Ushers must be present at each entrance, as well as monitor lower levels and stairways. Ushers who assist with evening events are required to carry a flashlight in event of a power outage. The Tabernacle seating capacity (including the choir seats) is 1,200, and the basement overflow capacity is 145. The number of persons in attendance at events shall not exceed the seating capacity of the facility. Access to all exit doors must be maintained at all times. No additional chairs or seating is permitted.
11. Electrical panels, switches, timers, fire equipment, etc. should not be tampered with. Heating and air conditioning controls are found near the seats behind the podium to the West.
12. Additional furnishings, decorations, lighting, speakers, artwork, projection screens, etc., must be approved by the agent stake presidency in advance. Decorations (which may be approved) must not be a fire hazard. Hay, straw, palm fronds, and other dehydrated materials may not be used. If Christmas trees are approved, they should be artificial and fireproof and displayed without electric lights or candles. The use of natural, live, or freshly cut trees is absolutely prohibited. All city, state, federal, fire, electrical and safety codes must be observed at all times.

13. XXXX photography, movies, filming or broadcasts must be approved by the agent stake and the Office of Public Affairs for the Church of Jesus Christ of Latter-day Saints. All copyright laws must be strictly observed.
14. Absolutely no modifications or tampering with Church broadcast audio/video equipment, computers or software is allowed. [Questions concerning electronics should be directed to Sam Tilton 863-990-1432](#)
15. No overnight activities or activities that involve wearing masks.
16. The use of Church property should not pose a significant risk of harm to participants or to the property. Nor should it unduly expose the Church to liability or disturb surrounding neighbors. Activities should include appropriate training and proper supervision.
17. The Tabernacle is closed for all activities during world-wide Church broadcasts.
18. Recorded music, bands, orchestras, plays and other productions require the approval of the agent stake president.
19. All requests must include a detailed program or event agenda along with the submitted request forms.
20. The carrying of lethal weapons, concealed or otherwise, within the Tabernacle or premises is not allowed except as required by officers of the law.
21. In the event of an emergency, or if an accident, injury, or illness occurs, immediately call 9-1-1 first, and then immediately call **Scott Deveraux (801-369-3805)**, and a member of the agent stake presidency.
22. For access issues, or if the property has been damaged, please promptly call ~~Mike Murdock (801-707-7565)~~ and a member of the agent stake presidency. [\(John Schiess 801-361-6439\)](#)
23. The Alpine Tabernacle may not be used for commercial, fundraising or political purposes; no admission may be charged. If approved, all activities must be non-profit, as defined by the U.S. Internal Revenue Service. No commercial programs are allowed. The following list provides some examples of uses that are **not** approved:
 - a) Renting or leasing Church facilities for commercial, political or social purposes.
 - b) Promoting business ventures or investment enterprises, including posting commercial advertising or sponsoring commercial entertainment.
 - c) Buying, selling, promoting products, services, food, publications, creative works or demonstrating wares.
 - d) Holding unauthorized fund-raising activities or ticket sales.
 - e) Hosting speakers or instructors who are paid a fee, who recruit participants, or who solicit customers or clients while giving seminars, lessons, and so on.
 - f) Promoting dating and get acquainted businesses or services.
 - g) Games of chance, such as raffles, lotteries, and bingo are not approved.
 - h) No Wedding Ceremonies or Wedding Receptions.
24. It is the responsibility of the user/signatory to have a credible, medically trained first aid responder present for scheduled events.
25. The Tabernacle organ may only be used for organ practice in conjunction with a scheduled event, practice dates must be included in the original scheduling request form. Scheduled organ practice may only take place after 5:30pm Tuesday-Friday. [Women are not allowed to practice alone.](#)
26. Transfer of scheduled use is not permitted under any circumstance.
27. Event Emergency Procedures plans and Security measures are the exclusive responsibility of the user/signatory.
28. If stake use/invitations extend beyond the unit boundary, separate approval is required.
29. Due to limited support, all users are responsible to clean up after their event, ensure everyone has exited the building, turn out the lights, and lock all the doors. Please also ensure that the "pipe organ blower" has been turned off at the organ console when finished.



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