

# Facility Agreement

## RESERVING: CAFÉ, NEW KITCHEN AND/OR GYM

In an Emergency, please contact Chairman Trustee: Jeff Conner Call/Text: 765-620-2741

Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Event: \_\_\_\_\_ Circle one: Personal Event or Church Event

Date of Event: \_\_\_\_\_ Day of Week for Event: \_\_\_\_\_

Circle One: New Request Update Previous Request Is this a recurring event? YES or NO

Can you unlock and lock the church? YES or NO Can you set the alarm? YES or NO

Please fill out the time request below.

Set-up: \_\_\_\_\_ am pm

Event Time: \_\_\_\_\_ am pm until \_\_\_\_\_ am pm

Clean up: \_\_\_\_\_ am pm

Out by: \_\_\_\_\_ am pm

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Café items: 6 small round tables 20 chairs total for small round tables  
2 Black leather chairs 2 Black leather foot stools

**Kitchen items:** You may use any pans or utensils in the café. Please wash them and return them to the proper place. Do **NOT** use our plastic plates, silverware and cups. You should bring your own supply.

If you desire large round tables and metal folding chairs, they are stored in the room next to the café. You are responsible for setting those up, taking them down, and putting them back in the proper place.

How many large **round tables** will you need? \_\_\_\_\_

How many **rectangular tables** will you need? \_\_\_\_\_

How many **folding chairs** will you need? \_\_\_\_\_

**Gym:** Basketballs and other balls are in the mechanical room just off the gym. These may be used during your event. You are responsible for putting everything back in the proper place.

**TURN OVER**

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### USE OF FACILITIES

1. A Church Member in good standing must sign this form for you to use our facility and **this person must be present during the entire event.**
2. This form must be filled out and returned to the church office at least two weeks before the event date.
3. Only those rooms expressly approved on the Event Request Form shall be available for use.
4. Our church facility is a non-smoking environment. The individual or group using our church facilities agree(s) to make every reasonable effort to forbid smoking in any of the church buildings or anywhere on the church property.
5. Child care will not be provided for any individual or group using the church facilities. Children on premises must be supervised at all times by a responsible adult.
6. Old Town Hill Southern Baptist Church is not responsible for any personal items that are lost or stolen during your event.
7. Gambling, alcoholic drinking, possession of intoxicants, possession or use of controlled substances not prescribed by a physician, indecency in speech, or boisterousness in any form are prohibited in the church facilities or on the church property.
8. The person reserving the facility is responsible for filling out the evaluation form that will be on the countertop the day of the event. Please leave the completed form on the countertop when you leave.
9. I understand by signing this form that I am holding Old Town Hill Southern Baptist Church, its pastor, staff, ministry leaders and volunteers, harmless and no responsibility for any injury or accident that might occur on their property.
10. We are also responsible to leave the facility in the condition and manner in which it was presented to us for use.

**I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT; AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.**

\_\_\_\_\_  
*Signature of Person Using Facilities*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Member at Old Town Hill Baptist Church*  
**(This person must be present at the entire event.)**

\_\_\_\_\_  
*Date*

### **Office Use Only**

Date Received In Office	Date Entered In Church Calendar	Trustee Evaluation turned Into Office