

ORCHARD KNOB MISSIONARY BAPTIST CHURCH

FACILITY USAGE REQUEST FORM

ROUTE TO:
(1) Secretary
(2) Facilities Committee

OKMBC ACTIVITY [ ]
COMMUNITY ACTIVITY [ ]
OTHER [ ]

DESCRIPTION OF ACTIVITY/EVENT 412 Youth Senior Signing Day
DATE REQUEST SUBMITTED 05/08/26
DESIRED DATE/TIME 05/17/26
OPTIONAL DATE/TIME
NUMBER OF PEOPLE ANTICIPATED 100
NUMBER OF TABLES NEEDED? 10 (6-8 chairs per table)
NAME OF HOSTING MINISTRY/ORGANIZATION 412 Youth
PRESIDENT/CHAIRPERSON/LEADER Rev. Prentice Gilbert
CONTACT PERSON Prentice Gilbert
PHONE NUMBER 334/444-2113
E-MAIL ADDRESS pgilbert1914@gmail.com

WHAT AREA(S) OF THE CHURCH WILL BE USED?

Sanctuary [ ] Classroom(s) [ ]
Chapel [ ] Conference Room [ ]
Fellowship Hall [x] Library [ ]
Kitchen [ ] Education Wing [ ]
Bride's Room [ ] All Areas Listed [ ]
Bridesmaid Room [ ] Other (Specify) [ ]

WILL YOU NEED TO DECORATE IN ADVANCE?
IF YES, PLEASE IDENTIFY

WILL FOOD BE SERVED? yes
CATERED? x PREPARED IN THE KITCHEN?

WILL YOU REQUIRE THE USE OF A PODIUM?

WILL YOU REQUIRE THE USE OF MEDIA EQUIPMENT/ SERVICES?
Microphone(s) 2 DVD Player
Computer CD Player
Projector/Screen Technician(s)

WILL YOU REQUIRE PARKING SECURITY? no

For Facilities Committee Use Only:

Deacon Chairman Trustee Chairman
APPROVED DENIED OTHER DATE

**ORCHARD KNOB MISSIONARY BAPTIST CHURCH**  
**Waiver of Liability and Hold Harmless Agreement**

1. In consideration for receiving permission to use the church's facilities, I and the group I represent hereby release, waive and discharge Orchard Knob Missionary Baptist Church from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, and we covenant not to sue Orchard Knob Missionary Baptist Church, of Chattanooga, TN, its officers, agents, servants, or employees (hereinafter referred to as releasees) for any damage or harm sustained by any group member, or any of the property belonging to us, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

2. I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my group's use of the church/s facilities, whether caused by negligence of releasees or otherwise.

3. I understand that Orchard Knob Missionary Baptist Church does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my group's insurance portfolio.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Tennessee.

5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Signed: Gilbert, Prentice Digitally signed by Gilbert, Prentice  
Date: 2026.05.08 15:49:19 -04'00'

Dated: \_\_\_\_\_