

FACILITY USAGE REQUEST FORM

ROUTE TO:

(1) Secretary _____
(2) Facilities Committee _____

OKMBC ACTIVITY ☒
COMMUNITY ACTIVITY ☐
OTHER ☐

DESCRIPTION OF ACTIVITY/EVENT Womens Morning Social
DATE REQUEST SUBMITTED May 27, 2026
DESIRED DATE/TIME August 15th, 2026 → Aug 22 SA
OPTIONAL DATE/TIME 10-12 noon
NUMBER OF PEOPLE ANTICIPATED 150
NUMBER OF TABLES NEEDED? 16 (6-8 chairs per table)
NAME OF HOSTING MINISTRY/ORGANIZATION Sisterhood Ministry
PRESIDENT/CHAIRPERSON/LEADER Helen Cox-Chair, Angel Ulmer
CONTACT PERSON Helen Cox-Chair / Angel Ulmer-Co-Chair
PHONE NUMBER (423) 314-6663 / (423) 883-2609
E-MAIL ADDRESS helen-cox@epbf.com / amedsto3@gmail.com

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

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

WILL YOU NEED TO DECORATE IN ADVANCE? yes
IF YES, PLEASE IDENTIFY August 15th PM AUG 21 F
WILL FOOD BE SERVED? yes
CATERED? yes PREPARED IN THE KITCHEN? _____
WILL YOU REQUIRE THE USE OF A PODIUM? yes
WILL YOU REQUIRE THE USE OF MEDIA EQUIPMENT/ SERVICES? _____

Microphone(s)	<u>yes</u>	DVD Player	<u>yes</u>
Computer	<u>yes</u>	CD Player	<u>yes</u>
Projector/Screen	_____	Technician(s)	<u>yes</u>

WILL YOU REQUIRE PARKING SECURITY? _____

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: _____

Dated: 5/27/2016

Helen M Cox

EVENT DATE:

SETUP DATE:

EVENT Title:

SETUP TIME:

EVENT START TIME:

EVENT END TIME:

CONTACT INFO:

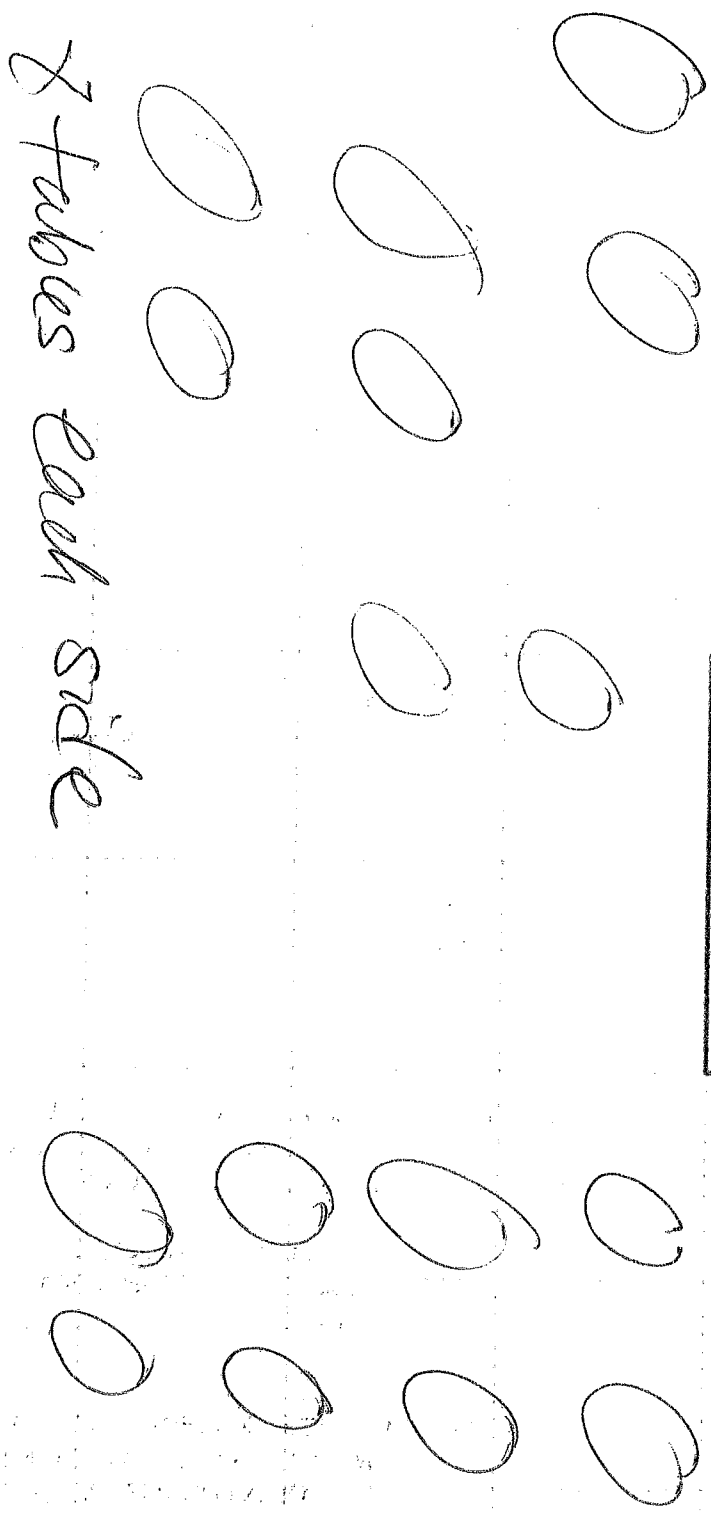
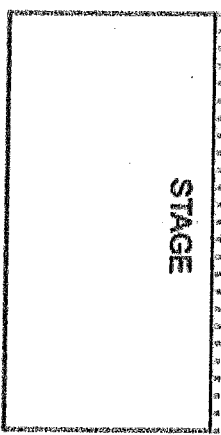
Clean-up End TIME:

Sound Room

Hallway Entrance

Kitchen Entrance

Kitchen Entrance



AV Area



39' 8"

OUTSIDE THE FELLOWSHIP HALL



Double Door Entrance/Exit

EXIT DOOR