

FACILITY USAGE REQUEST FORM

ROUTE TO:

(1) Secretary _____
(2) Facilities Committee _____

OKMBC ACTIVITY ☒
COMMUNITY ACTIVITY ☐
OTHER ☐

DESCRIPTION OF ACTIVITY/EVENT STAGE PLAY REHEARSAL 6-830p
DATE REQUEST SUBMITTED _____
DESIRED DATE/TIME EVERY MON & TUE STARTING JUNE 8th - SEPT 15th TO
OPTIONAL DATE/TIME NONE
NUMBER OF PEOPLE ANTICIPATED 15 TO 20
NUMBER OF TABLES NEEDED? _____ (6-8 chairs per table)
NAME OF HOSTING MINISTRY/ORGANIZATION DRAMA MINISTRY
PRESIDENT/CHAIRPERSON/LEADER Charles Patterson
CONTACT PERSON Charles Patterson or Rhonda Jordan
PHONE NUMBER (423) 544-2808 (423) 362-0502
E-MAIL ADDRESS CHRISTAL.ENTERTAINMENT@YAHOO.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? NO
IF YES, PLEASE IDENTIFY _____

WILL FOOD BE SERVED? YES
CATERED? YES PREPARED IN THE KITCHEN? NO

WILL YOU REQUIRE THE USE OF A PODIUM? _____

WILL YOU REQUIRE THE USE OF MEDIA EQUIPMENT/ SERVICES? _____

Microphone(s) _____	DVD Player _____
Computer _____	CD Player _____
Projector/Screen _____	Technician(s) _____

WILL YOU REQUIRE PARKING SECURITY? _____

For Facilities Committee Use Only:

Deacon Chairman _____ Trustee Chairman _____

APPROVED _____ DENIED _____ OTHER _____ DATE _____

Official Copy Revised 8/4/2014
C: form_request for date of activity event.doc

M-21
Th-22 } Fellowship Hl
6-830p

* FRI - 9/25 Show Day 630p
SAT - 9/26 Show Day 5p
SUN - 9/27 Show Day 5p

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: 5/27/2026