

Orchard Knob Missionary Baptist Church

Attachment 602-A - Facilities Use Request Form

Related Document: Policy 602 - Facilities Reservation Procedures Policy

Initial Development: 2026 | Status: Pending Congregational Affirmation

Opening Governance Statement

This document has been developed through prayerful leadership seeking the guidance of the Holy Spirit, grounded in Scripture, and informed by responsible church administration practices. The governance documents of OKMBC are intended to support faithful stewardship of the ministries, people, facilities, records, and resources God has entrusted to this congregation.

Constitutional and Policy Alignment

This document supports and implements OKMBC policies and the Constitution and Bylaws. In the event of conflict, the Constitution and Bylaws and approved policy shall control unless properly amended. For purposes of this document, the term Elder Council refers to the constitutionally recognized Overseer Body unless the Constitution and Bylaws are formally amended to adopt different terminology.

Federal, State and Local Compliance

OKMBC shall comply with applicable federal, State of Tennessee, Hamilton County, and City of Chattanooga laws, ordinances, codes, reporting duties, records obligations, safety requirements, and regulatory responsibilities applicable to this document.

I. Purpose

This form is used to request use of OKMBC facilities before a reservation agreement is issued. Completion of this form does not guarantee approval. Facility use is not confirmed until approval is granted and all required next steps are completed.

Notification Statement: The Event Coordinator will contact you upon approval or denial of your request and provide next steps regarding your rental within 5 Business Days of request.

II. Applicant Information

- ☐ OKMBC Ministry
- ☐ OKMBC Member Personal Event
- ☐ Non Member
- ☒ Outside Organization
- ☐ Community Partner
- ☐ Wedding
 - ☐ Member

- ☐ Non-Member
☐ Funeral or Memorial
☐ Member
☒ Non-Member

**Membership is defined by the Orchard Knob Missionary Baptist Church Constitution and Bylaws on what an "Active" member is.

Organization / Ministry / Applicant Name:

The Chattanooga Heart Institute

Primary Contact:

Michael Sutton, President

Address: 2501 Citico Ave Chattanooga, TN 37404

Phone: 423-697-2330

Email: michael.sutton@commonspirit.org

III. Event Coordinator / Responsible On-Site Contact

This section identifies the person responsible for communication and coordination of the event. This person may be different from the applicant.

Event Coordinator Name (will be determined):

Mitzi Ward

Role / Ministry / Organization:

The Chattanooga Heart Institute - Physician Relations Coordinator

Phone Number:

423-774-6620

Email Address:

mitzi.ward@commonspirit.org

Will this person be present during the event? ☒ Yes ☐ No

If no, Responsible On-Site Contact Name:

Responsible On-Site Contact Phone:

423-774-6620

Acknowledgment: I understand that the Event Coordinator or responsible on-site contact is expected to help ensure that the event follows the approved facility request, facility rules, approved time window, cleanup expectations, safety requirements, and directions from OKMBC leadership.

Signature: ms

Date: 6/23/26

IV. Event Information

Event Name: Amyloid Awareness

Event Description and Purpose:

Community Education

Requested Date:

Sat. Aug 29th 2026

Start Time: 9:00 Am

End Time: 1:00pm

Setup Time: 7:00 Am

Cleanup or Departure Time:

3:00 pm

Expected Attendance:

TBD

V. Vendor / Caterer Information

Complete this section if outside vendors, caterers, decorators, rental companies, entertainers, photographers, security providers, or other service providers will participate in the event. This information will be used for approved vendor records, future event planning, and internal reference for the Event Coordinator.

Vendor / Caterer Name:

TBD

Primary Contact Person:

Phone Number:

Email Address:

Website: _____

Physical Address:

Type of Service Provided:

Vendor access requested:

☒ Kitchen

☒ Fellowship Hall

☐ Sanctuary

☐ Outdoor Areas

☐ A/V or Technology

☐ Delivery Setup

☐ Other: _____

Insurance or vendor documentation provided? ☐ Yes ☐ No ☐ Not Applicable

VI. Requested Spaces

☐ Sanctuary

☒ Fellowship Hall

☒ Industrial Kitchen

☐ Classrooms

☐ Conference Room

☐ Parking Lot

☐ Boardroom

☒ Lobby / Welcome Area

☐ Outdoor Area

Setup and room details:

VII. Special Requirements

- ☐ Food or kitchen use
- ☐ Outside caterer or vendor
- ☐ AV or livestream support
- ☐ Security or parking support
- ☐ Children, youth, or vulnerable adults involved
- ☐ Insurance may be required
- ☐ Staffing or janitorial support
- ☐ Other: _____

VIII. Primary Point of Contact for Event

Primary Point of Contact:

Mitzi Ward

Role / Relationship to Event:

Physician Relations Coordinator

Phone Number:

423-774-6620

Email Address:

mitzi.ward@commonspirit.org

Will this person remain on-site during the event? ☒ Yes ☐ No

IX. Church Review

Calendar Availability:

Facility Review:

Safety Review:

Finance Review:

Vendor / Insurance Review:

Final Decision:

Conditions: _____

X. Disclaimer

All Event content must be in alignment with the OKMBC mission or OKMBC reserves the right to cancel if not aligned.

XI. Signatures and Approval

Applicant Name:

Michael Sutton

Applicant Signature: ms

Date: 6/23/26

Primary Point of Contact for Event:

Mitzi Ward - 428-774-6620

OKMBC Reviewer:

Role: _____

Signature: _____

Date: _____

The Event Coordinator will contact you upon approval or denial of your request and provide next steps regarding your rental.

***Orchard Knob will make all attempts to approve Facility Reservations within 5 Business Days of request.**

XII. Records and Retention

This document and related supporting records shall be retained according to Policy 1201 - Records Retention and Document Management Policy and protected under applicable confidentiality, finance, data privacy, safety, and ministry policies.

Document Control

Document Number	Attachment 602-A
Document Title	Facilities Use Request Form
Related Document	Policy 602 - Facilities Reservation Procedures Policy
Initial Development	2026
Status	Pending Final Review / Congregational Affirmation as applicable
Review Cycle	At least every three years, or sooner if related policy, law, ministry practice, or risk requirements change