

Boones Creek Christian Church – Facilities Request Form

Send to:

305 Christian Church Road
Johnson City, TN 37615
Attn: Carrie Gunning
Fax: (423) 282-8046
Email: carrie_gunning@yahoo.com

Request made by: _____ Date: _____

Name of Organization or Ministry: _____

Non-Profit Status: _____ Federal ID No. _____
(attach IRS determination letter)

WHAT:

- A special event
- One of these standard event types . . .
 - Classes
 - Groups
 - Practices
 - Ministries

What do you want to name this event? _____

How would you describe this event? _____

Who is the responsible party for this event? (provide name, address, phone number and email)

WHEN:

When does this event start and end?

Start date: _____ End date: _____

Start time: _____ End time: _____

Do you need to reserve extra time for setup, teardown and cleanup . . .

_____ Hours and _____ Minutes before this event

_____ Hours and _____ Minutes after this event

If reoccurring event, list how reoccurrence is to be scheduled (i.e. every 1st Monday; weekly; etc.) and list any dates that WILL NOT need to be scheduled due to holidays, etc.

WHERE:

Refer to map on web site and list EACH room number that is needed: _____

Entrance(s) needed (refer to map) and **unlock and lock time schedule for each entrance:**

Who is expected to attend this event . . .

- Anyone can attend
- Only people matching specific criteria (i.e. adult males; 1st-5th graders; high school; etc.)
- Only people who have been invited

Anticipated number of attendees? _____

Registration:

- Require registration for this event
- Limit the total number of people who can register for this event to _____

People serving at this event . . .

What is needed (i.e. childcare servants; hosts; greeters; etc.) and how many of each?

Is check-in needed for this event? _____

Is there a cost for this event . . .

- No, this is a free event
- Yes, this event costs _____ per person

Publicity (church related)

- The main contact for this event is (provide name, email and phone #)

Publish:

- Online community (Pulse)
- Mobile app (Amp Wave)
- Church website (Amp Vibe)
- Use a special web page to promote this event
> Enter a url for promotional web page: _____
- Facebook
- Email
- Bulletin
- Newsletter

Resources Needed:

- Tables
- Chairs
- Sound tech (for audio/visual needs)
- Meal preparation (donation in addition to building fee required)

Other Notes: _____

For office use only:

Event scheduled: _____

Confirmation sent: _____

Event denied: _____

Denial sent: _____

Additional information requested: _____

Other Notes: _____

Release and Indemnity

This **Release and Indemnity Agreement** is between the above named organization (“Organization”) and Boones Creek Christian Church.

RECITALS

- The church is the owner of the real property and improvement located at 305 Christian Church Road, Johnson City, TN 37615 (“Property”)
- Organization desires to use the Property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Organization will provide the church with proof of liability insurance, and will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to re responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Billing Address:

Print Name: _____

Title: _____

Date: _____
