

North Knoxville Baptist Church Facilities Reservation Request & Use Agreement

Which facility/areas are you requesting to reserve: _____

Name of person or organization requesting use of facilities: _____

Contact Information: Address _____

Email address _____ Phone # _____

Active Church Member in good standing Inactive Church Member Church-Sponsored Ministry

Non-Member Non-member Group or Organization

If the requested use is by an organization not affiliated with the church, please state the organization's purpose & mission. _____

Please list the organization's website: _____

Please list the names of the organization's office holders and leaders: _____

Please describe the purpose for which you intend to use the facility: _____

Request Date: _____ Times _____

Is this at least a 48-hour notice? Yes No

Has the deposit and rental fees been received at least 14 days PRIOR to the event? Yes No

Date deposit and rental fees received: _____

Please complete the following information if requesting church's facilities for a wedding and/or a wedding reception:

Name and Contact Information for the Bride: _____

Name and Contact Information for the Groom: _____

Name, Contact Information, and Religious Affiliation of the person officiating the wedding: _____

Please describe the marriage preparation (counseling or training) undertaken by the bride and groom:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. I understand that the purpose for which I am requesting the use of the church's facilities will not contradict with the church's faith as stated in its Constitution and Bylaws, and I commit to promptly disclose to the church staff any potential conflict of which I am aware or become aware.
3. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$200. **NOTE:** The security deposit and rental fees must be received by the church office at least 14 days *PRIOR* to facility rental.
4. I have read and understood the North Knoxville Baptist Church Facilities Use Policy.
5. I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to church staff approval, which is conditional in part on my agreement to the requirements in the North Knoxville Baptist Church Facilities Use Policy.
6. I understand that I will be responsible for any damages to the church facilities resulting from the use of the church's facilities.
7. The church reserves the right to request a certificate of liability insurance for facility use.
8. I understand the church believes disputes are to be worked out between parties without recourse to the courts. (*Matthew 18 and 1 Corinthians 6*). Accordingly, users of the church's facilities agree to make every attempt to resolve any disputes through Christian mediation.

Approved for use: YES NO **Comments/Reason for denial:** _____

Printed Name: _____ Signature: _____ Date: _____

Church Representative: _____ Date: _____