

Burgin Baptist Church

433 East Main Street
Burgin, KY 40310

Phone: 859-748-5188

ROOM USE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

Name of Organization _____

Responsible Person _____

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

Does the group/organization have any political associations or purposes? Yes No
If yes, please describe:

Please describe the nature and purposes of your group/organization:

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

Access requested to facilities (including set up and clean up time) starts @
_____ a.m./p.m. and ends @ _____ a.m./p.m.

(Dates may not be scheduled more than six months in advance, except with specific permission.)

Will the event be recurring:

____ One time only

____ Monthly

____ Weekly

____ Multiple consecutive days

Which day of the week: (circle)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Anticipated Number of Participants: _____

Will a participant fee be charged? ___ Yes ___ No

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests _____

Set Up Instructions _____

If you are requesting use of the kitchen, please describe what level of access you are and what food preparation will be done, by whom, using what equipment, dishes or supplies:

Will children or youth be in the building during the event? Yes No If so, they must be attending the event with their parent/guardian and must be with and be supervised by that parent/guardian throughout their time in the building. Do you take responsibility for assuring that this will occur?

Yes No

Cost-sharing fees for facilities use will be assessed according to the Facilities Use Policy unless a waiver is requested and granted. If you wish to request a waiver of cost sharing fees, please make and justify that request here:

I have read the Burgin Baptist Church (BBC) Facilities Use Policy and agree that the group I represent will abide by its provisions. We acknowledge that BBC does not provide set-up or clean-up services for non-church groups and we understand our responsibility to leave the church as we

find it or as directed by FUMC staff. We understand that this may involve vacuuming, washing table tops and chairs, taking trash to the dumpster, moving furniture, and other tasks and we agree to complete these as needed.

We hereby acknowledge that BBC does not warrant or represent that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this agreement. We, as the user group, for ourselves and on behalf of all of our members, guests, or participants who will be using the property, acknowledge that BBC is providing the property and equipment on an "as is" basis.

We, as users of the facilities requested, assume full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement. In consideration of the facilities use authorized by this agreement, we, the users shall not claim any damages from the BBC in connection with or on account of any injuries or damages arising in or on the property while being used by our group, its members, guests, or participants, and we further agree to indemnify and hold harmless BBC and its officers, agents, employees, and members from any and all costs, loss, fees, liability, claims or damages arising out of or as a consequence of, or in connection with, the use of the BBC facilities, buildings, or property by our group and its members, guests, or participants. By my signature, I certify that I am authorized to bind the group I represent.

Printed Name of Group Responsible Party:

Signature of Group Responsible Party:

Address of Group Responsible Party:

Phone #'s of Group Responsible Party: _____ Date: _____