



## STERLING BAPTIST CHURCH

# Building & Grounds Reservation Request and Agreement

PO Box 834, Sterling AK 99672 \* 907 262-4711 \* sterlingbaptist@acsalaska.net

### Schedule:

What date(s) and time(s) are you requesting to use the building or grounds (include set-up & clean-up time):

Setup date: \_\_\_\_\_ Setup time: \_\_\_\_\_ until \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ until \_\_\_\_\_

### Contact Information:

Name of person or organization requesting use of building or grounds: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Event Information:

Please describe the purpose for which you intend to use the building or grounds:

\_\_\_\_\_  
\_\_\_\_\_

Please select which church facilities you are requesting:

- |  |  |
|--|--|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Sunday School Classroom |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Nursery                 |
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> Grounds Only            |

### **\*If you are a non-member individual or group, please complete the following:**

#### **\*Church Member Contact:**

Are you working with a church member who will act as your representative or liaison? Please give their name and phone number. \_\_\_\_\_

#### **\*Refundable Building Damage Deposit and Insurance Requirement**

A refundable damage deposit of \$\_\_\_\_\_ as well as liability insurance coverage naming the Church as an insured may be required. Insurance contact information: \_\_\_\_\_

#### **\*Organization Information**

Please briefly state the organization's purpose and mission:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY BEFORE SIGNING, AND INITIAL BESIDE EACH PARAGRAPH TO ACKNOWLEDGE YOUR UNDERSTANDING AND CONSENT.

(Initial)

- \_\_\_\_ 1. I have received a copy of, read, understand, and agree to abide by the Sterling Baptist Church Building & Grounds Use Policy, including all general guidelines and use restrictions.
- \_\_\_\_ 2. I understand and agree that the Church does not allow its facilities to be used in any way that contradicts its mission, beliefs, or teachings. To the best of my knowledge the purposes for which I am requesting use of the Church's facilities do not contradict or potentially contradict the Church's mission, beliefs, or teachings, and I agree to use the facilities in a manner consistent with the purposes stated on my application.
- \_\_\_\_ 3. I understand and agree that approval to use these facilities is conditional and that the Leadership Board may terminate all building and grounds use privileges and remove any person or group at any time without notice, including after initial approval or during the event.
- \_\_\_\_ 4. I understand and agree that I have inspected the building and grounds to be used and have independently determined that it is suitable and safe for all intended purposes.
- \_\_\_\_ 5. [NON-MEMBERS ONLY] I understand and agree that upon approval of my building and grounds use request, I may be asked to provide a certificate of general liability insurance naming the Church as an additional insured. I also understand a refundable building damage deposit in the amount of \$\_\_\_\_\_ may be required.
- \_\_\_\_ 6. The use of these facilities, and all of the equipment herein, will be at the risk of the participant.
- \_\_\_\_ 7. STERLING BAPTIST CHURCH DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY INJURY THAT OCCURS WHILE IN THE FACILITIES OR ON ANY CHURCH PROPERTIES. STERLING BAPTIST CHURCH DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF THE PREMISES, THE EQUIPMENT, THE MACHINERY, THE FIXTURES OR THE FURNITURE.
- \_\_\_\_ 8. I AGREE TO RELEASE, PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE CHURCH AND ITS LEADERSHIP BOARD, TRUSTEES, OFFICERS, MINISTERS, ELDERS, DEACONS, EMPLOYEES, MEMBERS AND OTHER REPRESENTATIVES OR DESIGNEES FROM AND AGAINST ANY AND ALL CLAIMS, LIABILITIES, LOSSES, DAMAGES, ACTIONS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEY'S FEES AND OTHER LEGAL COSTS) DIRECTLY OR INDIRECTLY ARISING OUT OF THE USE OF ANY CHURCH FACILITIES OR PROPERTY.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Dated Signed

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

For Office Use Only			
<input type="checkbox"/> Renter Notified	<input type="checkbox"/> Custodial	<input type="checkbox"/> Key Assigned	<input type="checkbox"/> Security Needed?
<input type="checkbox"/> Deposit Recvd?	<input type="checkbox"/> Calendar	<input type="checkbox"/> Key Returned	<input type="checkbox"/> _____
<input type="checkbox"/> Deposit Retrnd?	<input type="checkbox"/> Equipment?	<input type="checkbox"/> Cleaned Up?	<input type="checkbox"/> _____