

## **FACILITIES USE REQUEST FORM**

**Salem Institutional Baptist Church  
3918 Crozier Street  
Dallas, TX 75215  
(214) 428-3797**

**Name of Person/Organization:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Contact Person Telephone Number:** \_\_\_\_\_

**Contact Person Address:** \_\_\_\_\_

**Contact Person Email Address:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_

**Event End Time:** \_\_\_\_\_

**Number of People Attending Event:** \_\_\_\_\_

**Rooms Requested:**

- ☐ Sanctuary
- ☐ Choir Room
- ☐ Kitchen
- ☐ Fellowship Hall

### **Request Guidelines**

- ❖ This form is available on the church website ([www.sibcdallas.com](http://www.sibcdallas.com)) or in the church office and can either be mailed to the church address listed above or e-mailed to: [sibc@att.net](mailto:sibc@att.net).
- ❖ This is merely a request; Salem reserves the right to deny any request for use of church facilities.
- ❖ If your request is granted, submit the attached “FACILITIES USE AGREEMENT” along with the entire fee associated with the event (see the attached “FEE SCHEDULE”).

## **FACILITIES USE AGREEMENT**

**Salem Institutional Baptist Church  
3918 Crozier Street  
Dallas, TX 75215  
(214) 428-3797**

I, \_\_\_\_\_, hereinafter "User," agree to follow all of the rules and regulations set forth below by Salem Institutional Baptist Church, hereinafter "SIBC." I further agree to designate a responsible adult person who has knowledge of these rules and regulations to attend the event(s) for which I have been approved to enforce these rules and regulations.

(1) User using SIBC facilities at hours other than when SIBC is open shall contact a person designated by SIBC to be provided entry into the building. User will be granted entry into the building one (1) hour prior to User's event start time for any setup or preparation necessary for the event.

(2) Consumption of alcohol and smoking is strictly prohibited inside all of SIBC's facilities.

(3) No event shall be scheduled to end past 10:00 p.m. unless special permission is granted. Such permission shall be requested by User as specified in the "Event End Time" section of the attached "Facilities Use Request Form."

(4) Payment of fees to use a SIBC facility entitles User to use of SIBC supplies or equipment contained in that facility. However, if User wishes to use SIBC audio/visual equipment or the sound system, prior consent must be given by SIBC and an additional fee will apply for an SIBC representative to operate said equipment or system. No SIBC furniture or equipment may be moved without prior written approval from an SIBC representative.

(5) User is responsible for any and all damage to SIBS facilities and/or equipment that occurs during User's event. SIBC reserves the right to repair damage done during User's event and bill User for said repairs.

(6) SIBC is not responsible for any injuries to persons or damage to property that occurs on SIBC facilities during User's event. See the attached "Waiver and Hold Harmless Agreement."

(7) If minor children (17 years old and younger) are present during User's event, adult supervision is required at the rate of at least one (1) adult for every five (5) minors.

(8) If food and beverages are being provided by Use during User's event, the food and beverages must be restricted to the Kitchen and Fellowship Hall. No food or beverages are to be stored in SIBC facilities.

(9) User is responsible for cleaning up after User's event including placing all trash in the provided trash receptacles in the Kitchen and Fellowship Hall and cleaning up any spills of food and/or beverages that may have occurred during User's event. In the event User fails to clean up

after User's event, Salem reserves the right to contract custodial services and bill User for said custodial services.

(10) SIBC does not provide storage space and is not responsible for any items stored in SIBC facilities.

(11) In the event User fails to comply with these rules and regulations, User forfeits use of SIBC facilities and payment for use of said facilities.

(12) Full payment is due at least two (2) weeks prior to User's event. In the event of a funeral or other like unexpected event, full payment is due at least (2) days prior to the event.

(13) Events cancelled within five (5) business days of User's event date will result in forfeiture of payment.

(14) SIBC reserves the right to deny use of SIBC facilities to any User that does not keep with the mission and principles of SIBC.

(15) Any deviation from this Agreement but must be shown by prior written approval from an SIBC representative.

User: \_\_\_\_\_

Date: \_\_\_\_\_

SIBC Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

### **FACILITIES USE FEE AGREEMENT**

<b>FACILITY REQUESTED</b>	<b>NON-MEMBER FEE*</b>	<b>MEMBER FEE**</b>
Entire Building	\$750	\$250
Sanctuary	\$500	\$250
Fellowship Hall	\$375	\$250
Kitchen	\$375	\$250
Choir Room	\$300	\$250

\* Each Non-Member Fee above includes a \$250 cleaning fee.

\*\*There will be no fee assessed for a funeral or wedding for a Member. For all other events, each Member Fee includes a \$250 cleaning fee.

- ❖ **The fees above entitle the user to up to four (4) hours of facility usage time.**
- ❖ **There is an additional fee of \$25 for each additional hour of use beyond four (4) hours.**
- ❖ **Full payment is due at least two (2) weeks prior to the event.**
- ❖ **Events cancelled within five (5) business days of the event date will result in forfeiture of payment.**

## **WAIVER AND HOLD HARMLESS AGREEMENT**

This agreement is entered into by and between \_\_\_\_\_, hereinafter "User," and Salem Institutional Baptist Church, hereinafter "SIBC," pursuant to and in accordance with the Facilities Use Agreement entered into between User and SIBS on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

User understands and agrees that neither SIBC, nor its trustees, representatives, employees, and/or agents may be held liable in any way for an occurrence in connection with User's use of SIBC facilities which may result in injury, harm, or other damages to User or User's guests, invited or not. Rather, User agrees that User alone shall be responsible for any property damage, personal injury or death that may occur during User's use of the premises.

As part of the consideration for being allowed to use SIBC facilities and equipment as specified in the Facilities Use Agreement, User releases, waives, discharges and covenants not to sue SIBC, its trustees, representatives, employees, and/or agents from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by User, User's property, User's guests while using SIBC facilities and/or equipment, regardless of whether such loss is caused by the negligence of SIBC. User further agrees to indemnify and hold harmless SIBC from any loss, liability, damage, or costs, including court costs and attorneys' fees, that SIBC may incur due to User's use of SIBC facilities and equipment, whether caused by negligence of SIBC.

It is User's express intent that this Waiver and Hold Harmless Agreement shall bind the members of User's family and spouse, if User is alive, and User's heirs, assigns and personal representative, if User is deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue SIBC. User hereby further agrees that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Texas and that any mediation, suit, or other proceeding must be filed or entered into only in Texas and the federal or state courts of Texas. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

In signing this agreement, User acknowledges and represents that User has read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as User's own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; User is at least eighteen (18) years of age and fully competent; and User executes this Agreement for full, adequate and complete consideration fully intending to be bound by the same.

User: \_\_\_\_\_

Date: \_\_\_\_\_