**General Provisions**

A church facility committee member should be in attendance for all external groups holding functions in fellowship halls.

Staff must prepare document identifying dates that are unavailable for the use of the Halls.

The user must provide a set-up to the church office that will provide the set-up to the site appropriate set-up crew five (5) days prior to the event.

**Appendix A**

 **First A.M.E. Church
1522 14th Avenue
Seattle, Wasington 98122

RELEASE AND HOLD HARMLESS AGREEMENT**

IN CONSIDERATION of utilization of the premises, facilities and First A.M.E. Church (collectively the “Facilities”) of the First A.M.E Church, the undersigned hereby makes the affirmations and provides the release of liability and indemnification described below:

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that there are certain risk inherent in banquets that include the consumption of food, the risk of property being stolen or misplaced within the facility or within the parked cars in the lot. We accept sole responsibility for the safety of the guests while on the church premises and parking lot and assume all the risks.

I/We irrevocably release First A.M.E. Church, officers, employees, and agents from any claims of whatever nature, whether foreseeable or not, that may arise in connection with my/our utilization of any of the facilities. I/We further agree to indemnify and hold First A.M.E. Church, officers, employees, and agents harmless from any claims, obligations, costs, and damages or expenses of whatever nature, from or in connection with the use of the facilities by any of my/our guests. (This is to include the Fellowship Hall, the Sanctuary, and parking lot if parked therein.) I/We hereby bind not only myself/ourselves but also my estate, heirs, successors, and assignees to the terms of this Releases and Hold Harmless Agreement.

I/We further agree that the terms herein are contractual and not mere recital. I affirm that I am eighteen (18) years of age or older and legally competent to sign this Release. I/We agree to pay all reasonable expenses including attorney’s fee incurred by any of First A.M.E. Church officers to enforce the provisions of this Release and Hold Harmless Agreement.

I/WE HAVE FULLY INFORMED MYSELF/OURSELVES OF THE CONTENTS OF THIS RELEASE BY READING IT BEFORE SIGNING AND HAVE SIGNED THIS DOCUMENT AS MY/OUR OWN FREE ACT.

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

Signature
Authorized Agent For: Date Print Name

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
First A.M.E Church Date

**Appendix B

 First A.M.E Church
 Facility Use Form**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Set up Time: \_\_\_\_\_\_\_\_\_ Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
Event Ending Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Clean up Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be contacted within five (5 working) days to inform you if your desired date(s) are available for your event.

Please describe event in detail:

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

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**Rules & Conditions for Hall Usage**

ALL RESERVATIONS FOR HALL USAGE ARE MADE SUBJECT TO REGULATIONS OF THE TRUSTEE BOARD OF FIRST A.M.E. CHURCH.

Fellowship Halls and Facility Policy
Revised December 23, 2018