



T.O.M.B.A. Facilities Request Form



CONTRACT MUST BE SUMITTED 30 DAYS PRIOR TO EVENT

Your request will be processed in the order it is received and you will receive an email or test confirmation.

Today's Date: _____

Requested by: _____

Contact Email _____

Contact Phone # _____

Contact Mailing Address: _____

Event Description:

Date (s) of Event: (If recurring dates, please write all dates.)

Event Time: (Please consider carefully so that church doors are not left unlocked unnecessarily.)

Set-up Time; (Doors Unlocked) _____ Actual Time Event Begins: _____

Time Event Ends: _____ Out of Building Time: (doors locked) _____ Date Fee Paid: _____

Maximum number allowed 250 Highest number attendees expected: _____ Walk through before and after _____

EVENT NOTES

ROOMS REQUESTED

____ SANCUARY & CLASSROOM

____ AUDIO NEEDED

____ KITCHEN ADDITIONAL \$100.00 WILL BE ADDED

SET UP NOTES _____

PROOF OF INSURANCE (T.O.M.B.A. WILL NOT BE HELD LIABLE)

Company Name : _____

Insurance Name: _____

Policy#: _____

Company Phone #: _____

OFFICE USE:

Confirmed:

OFFICIATING PASTOR:

Confirmed:

CUSTODIAN:

Confirmed:

A/V TECHNIICIAN:

Confirmed:

FEES: _____

Confirmed:

Rental

Print _____

Tallahatchie –Oxford Missionary Baptist Association :

P O Box 507, Oxford, MS 38655

20 Highway 334, Oxford, Mississippi 38655



T.O.M.B.A. RENTAL RATE



- 1) Sanctuary and classroom (T.O.M.B.A. District Churches) \$300.00
- 2) Sanctuary and classroom (Other members such as Gospel Groups, Weddings, Funerals, Sororities and Fraternities)\$500.00
- 3) Fellowship Hall rental \$100.00
- 4) ALL RENTALS WILL INCLUDE AN EXTRA \$100.00 DEPOSIT AND BE RETURNED WITHIN 14 DAYS IF NO DAMAGE TO THE ASSOCIATE PROPERTY AN/OR EXCESS TIME OVER-AGE
- 5) Benefit Program \$100
- 6) If event is cancelled 2weeks prior to event the \$100.00 deposit will be refunded.
- 7) The deposit fee of \$100.00 will be refunded if the building an/or equipment isn't damaged.
- 8) A walk through is required before and after each event.



T.O.M.B.A. SAFETY GUIDELINES



- ◆ T.O.M.B.A. Guidelines must be followed
- ◆ Guideline will be posted on the walls of the building
- ◆ Mask must be worn by all attendees inside the building
- ◆ Attendees must remain 4 feet apart
- ◆ Maximum attendees capped at 250 people (babies and children are included in this 150 count)
- ◆ A Minimum of 3 designated Event Monitors present
- ◆ Event must be registered within 30 business days in advance



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STATEMENT OF PURPOSE AND POLICIES FOR RENTAL OF

- 1) A \$100.00 deposit is required at the time of rental. This amount will be returned if there are no damages or excess time overage within 14 days business days.
- 2) Rental fees are required within 2 weeks of the event.
- 3) The latest an event can end is 10:00pm. If you continue past this time, a charge of an extra \$100.00 plus every hour past will be an \$100.00
- 4) Your deposit will be withheld if you canceled your event.
- 5) T.O.M.B.A. will not be liable for gathering that results in contracting COVID 19, infections or any related illness as a result of the use of the building.
- 6) The T.O.M.B.A. does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradicts the T.O.M.B.A. faith.
- 7) Mask must be worn inside the T.O.M.B.A. Facility .
- 8) Alcohol and drug Policy: No alcohol and drugs may be served or used on the T.O.M.B.A. Property.
- 9) Smoking Policy: Smoking or vaping inside T.O.M.B.A. facility is prohibited.
- 10) Groups are restricted to only the areas of the facility that has been reserved.
- 11) Food and beverages in the classrooms and worship areas are not allowed . Food and beverage may be served in the fellowship hall ONLY and if reserved.
- 12) Church equipment, such as tables and chairs must be returned to original placement, unless arranged otherwise prior to event.
- 13) All lights must be turned off and doors locked upon departure.
- 14) Clean Up Policy: (The renter (s) must take out all items that they bring into T.O.M.B.A.
- 15) Abuse or foul language, violent behavior, illegal activity and drug or alcohol abuse are strictly prohibited while using T.O.M.B.A. facilities. Any person exhibiting such behavior will be required to leave the premises. If needed law enforcement will be contacted.
- 16) I understand that I will be responsible for any damage to the T.O.M.B.A. property resulting from this proposed used of facility
- 17) All person an/or group must sign the "T.O.M.B.A. Reservation Request/Policies Agreement " form prior to reservation of T.O.M.B.A..
- 18) T.O.M.B.A. will not be held liable for loss, stolen or damage to personal property.
- 19) T.O.M.B.A. will not be held liable for items that are stolen from and/or damage to vehicle in the parking lot.
- 20) T.O.M.B.A. will not be held liable for internet issues during an event.
- 21) DONOT REMOVE ITEMS FROM THE PULPIT WITHOUT PERMISSION (ORGAN CAN'T BE REMOVED)
- 22) Only use the places you have rented

Signature

Printed

Date