

# SOS Building Use Application & Contract

Organization/Church Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Person & Position \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Planned Group Size: Total \_\_\_\_\_

Dates of Building Use \_\_\_\_\_ # of Nights at SOS (overnight use only) \_\_\_\_\_

Rooms to be used for day use: Chapel \_\_\_\_\_, Cafeteria/Kitchen \_\_\_\_\_, Both \_\_\_\_\_

Rooms to be used for overnight use: Staff Dorms \_\_\_\_\_, Camper Dorms \_\_\_\_\_, All Dorms \_\_\_\_\_

Time of Arrival (required) \_\_\_\_\_ Time of Departure (required) \_\_\_\_\_

## Payment Policy & Contract

As of February 1, 2010

Day Use	Chapel	Cafeteria/Kitchen	Both	*There will be an additional charge of \$60 for day use groups renting the building after hours to cover security guard fees.
Up to 3 hours	75.00	100.00	150.00	
3-23 Hours	150.00	200.00	300.00	
Overnight Use	Staff Dorms	Camper Dorms	All Dorms	*These prices include an on-site security guard for overnight use.
1 Night	350.00	750.00	850.00	
2 Nights	650.00	1300.00	1550.00	
3 Nights	950.00	1850.00	2200.00	
4+ Nights	Call	Call	Call	

Note: Rental times must include set-up and tear down times.

**\*\*For both day and overnight use, a \$100 deposit must be paid with the submission of this contract. The deposit will not be refunded if the event is cancelled within 60 days of the event, damage is caused to the building, or if the building is not properly cleaned. If there is no damage and the building is cleaned properly your deposit will be refunded in full. If the event is cancelled within 10 days of the event, groups will lose their deposit and will be required to pay the security guard fee. Groups will be billed upon completion of their use of the SOS building. This fee must be paid in full within 30 days of the completion of the event.**

Groups will be guaranteed space (as available, first come first served) upon receipt of their SOS Building Use Contract and group deposit.

This Agreement is subject to the attached insurance and indemnity provisions. **Please provide a certificate of liability insurance showing SOS listed as an Additional Insured with the submission of this contract.**

User Group Name \_\_\_\_\_

Group Leader's Signature \_\_\_\_\_

Group Leader's Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Please mail this contract with a \$100 deposit and a certificate of your liability insurance to:  
**SOS – ATTN: Drew Haltom- 2505 Poplar Avenue - Memphis, TN – 38112**

## Insurance and Indemnity Requirements

Insurance Coverage. User shall obtain, at its own cost and expense, general liability insurance in the name of User that names Service Over Self Inc. as an Additional Insured. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury, property damage and personal injury.

A Certificate evidencing insurance required shall be provided to SOS not less than thirty (30) days prior to commencement of the use of the building.

Indemnification. User hereby agrees to indemnify, defend, save and hold harmless Service Over Self Inc., its officers, directors, trustees, agents, successors and assigns from and against any and all claims, suits, losses, injuries, damages, liabilities and expenses, including, without limitation, reasonable attorneys' fees and expenses and costs of investigation (whether or not litigation occurs) ("Claims or Costs") incurred in connection therewith, occasioned in connection with, arising or alleged to arise from, wholly or in part, (i) any breach of this Agreement by User, (ii) the exercise by User of the privileges herein granted or the provision by Service Over Self Inc. of materials, equipment or services, (iii) the acts or omissions, or violation of any applicable law, rule, regulation or order, of or by User or any of its agents, owners, officers, directors, members, managers, representatives, contractors, exhibitors, employees, servants, guests, invitees, persons assisting User (whether on a paid or voluntary basis) or any person admitted to the Premises by User, and/or (iv) any injury to or death of any person and any damage to or destruction of property arising from User's use of the Premises hereunder. It is further the intent of this Agreement that this indemnity provision shall apply to any claims made by employees of User against Service Over Self Inc., and this Agreement is deemed a written agreement for indemnity under the Tennessee Workers' Compensation laws.

Neither Service Over Self Inc. nor any of its officers, directors, partners, employees or agents shall be responsible or liable for any injury or death to person or loss or damage to property sustained by User, its employees, agents, guest, invitees, or any other person claiming through User resulting from any condition, accident or occurrence in or upon the Premises. User acknowledges and agrees that all of its property or property of others in or on the Premises shall be used and/or stored in the Premises at the sole risk of User, and User hereby waives and releases Service Over Self Inc. from any and all Claims or Costs related thereto to the fullest extent permitted by law.

Return of Premises. User agrees not to do any act or suffer any act to be done which shall damage, mar, deface or injure any part of the Premises. User shall return to Service Over Self Inc. the Premises in as good condition and repair as in the condition received.

User Group Name: \_\_\_\_\_

By: \_\_\_\_\_  
Group Leader

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



## RULES OF USE FOR SOS BUILDING

- SOS building use is reserved for Christian groups only.
- Interested parties must fill out an SOS Building Use Application and Contract (contract) complete with all pertinent information regarding group name, number of guests, arrival and departure times, etc.
- Only the first floor is available for day use.
- All groups must provide a cell phone number for 24-hour contact should SOS need to reach them.
- **All approved groups must be responsible for having their insurance company or agent provide a Certificate of Insurance showing SOS listed as an Additional Insured.**
- The reservation process for both day and overnight use shall be as follows:  
There shall be a deposit of \$100 due with signed contract. The deposit will not be refunded if the event is cancelled within 60 days of the event, damage is caused to the building, or if the building is not properly cleaned. If there is no damage and the building is cleaned properly you will receive \$100 of your deposit back. Payment in full must be received within 30 days of the completion of the event.
- All groups shall be responsible for any damage or defacing of the property. Any such costs incurred to the facility shall be billed to the group.
- **No tape on the walls, no push pins in the walls (wall putty is acceptable), no moving pictures, all furniture must be returned to its original location.**
- SOS will provide a security guard for all after hours/overnight use of the building.
- The use of alcohol and drugs is prohibited on the SOS property.
- The attendees must provide all bedding.
- No groups shall be allowed to use the facility for any “fundraising” function.
- For all groups, check-in/check-out times shall be agreed upon with the Camp Director of SOS.
- All groups utilizing the facility shall be required to clean up after themselves prior to checkout. A form will be provided for explicit instructions on cleanup requirements. If the building is not properly cleaned SOS will keep the deposit and may ask the group to return to clean again.
- SOS reserves the right to refuse the use of the facility to any group.
- Any interested groups not meeting these Rules of Use can only be approved for use by the Executive Director.