

FACILITY USE APPLICATION/AGREEMENT  
ST MARK PRESBYTERIAN CHURCH, BOERNE TX  
830-249-3232, [office@stmarktx.org](mailto:office@stmarktx.org)

Name of Group/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

The requested use is for ( ) ONE TIME or ( ) ON-GOING, as described below:

ONE TIME: \_\_\_\_\_

Date/Time Room or Rooms

ON-GOING: \_\_\_\_\_

Weekly? Monthly? Day of week/month? Start and end time?

**Start time begins when the first person arrives and ends when the last person leaves.**

Number of Guests expected: \_\_\_\_\_

Briefly describe event/activity: \_\_\_\_\_

\_\_\_\_\_

Terms of Agreement

My signature on this form indicates that I have received a copy of St Mark's Facility Use Policy and that I have read it, understand it, and agree to the policies and terms therein, including, but not limited to, the following:

( ) I/we, the applicants, shall be responsible for the care and orderly use of the room(s) and equipment used; for cleaning and returning to its original configuration any set-up of tables and chairs that have been moved during the course of our use of the room; that I/we will turn off all electrical appliances, and bag any trash accumulated by our use.

( ) My signature indicates that I/we agree to pay the cost of any damage occurring to the facility or equipment we use, upon presentation of a bill for damages. I also understand that I am responsible for the actions of my group. Further, we have read and agreed to the Indemnity Agreement (attached).

Signature: \_\_\_\_\_ Date of request: \_\_\_\_\_

Received by SMPC: \_\_\_\_\_ Date of receipt: \_\_\_\_\_

FACILITY USE REQUEST: ACTION TAKEN (For St Mark use only)

**APPROVED REQUEST**

Your request, as described on the reverse side of this form, has been approved.

The terms of agreement shall include a contribution of \$ \_\_\_\_\_ for each (one time) use, based on the hourly rates contained in the Facility Use Policy.

All forms have been reviewed and signed.

The agreement covers the time period requested and is in effect until such time as one or the other party cancels this agreement.

***St Mark reserves priority use of the facility at any time for programs and ministries of St Mark Presbyterian Church. St Mark will make every effort to avoid this, but there may be occasions when "on going" facility users must be moved or rescheduled to accommodate a church event. The facility user will be given as much notice as possible if this occurs.***

Receipt of \$ \_\_\_\_\_ by check or cash (circle one) is acknowledged.

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

**DENIED REQUEST**

Your request to use a room(s) at St Mark Presbyterian Church cannot be granted for the following reason(s): \_\_\_\_\_

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

For St Mark use only:

The contact person was notified regarding action taken on (date) \_\_\_\_\_.

Signed: \_\_\_\_\_  
Staff person

INDEMNITY AGREEMENT  
ST MARK PRESBYTERIAN CHURCH, BOERNE TX

For and in consideration of the mutual promises and covenants hereinafter contained, St Mark Presbyterian Church, Boerne, Texas, hereinafter called St Mark and

\_\_\_\_\_ hereinafter called \_\_\_\_\_ agree as follows:

PURPOSE: St Mark has agreed to allow \_\_\_\_\_ to use St Mark's facilities for the time period and activities specified in the agreement form attached hereto and incorporated herein. As part of the consideration therefore,

\_\_\_\_\_ has agreed to indemnify St Mark from any damages or injuries arising out of such use.

INDEMNITY: In consideration for said use of St Mark facilities, \_\_\_\_\_ agrees to indemnify and hold St Mark harmless from any and all claims, demands, and causes of action against St Mark or any of its officers, agents, employees, guests, or members relating to or arising out of said use by \_\_\_\_\_.

IN WITNESS WHEREOF, we have executed this agreement in Boerne, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

|                |  |
|----------------|--|
|                | St Mark Presbyterian Church, Boerne TX |
| (Organization) |  |
| By _____       | by _____                               |
|                |  |
| (Title)        | (Title)                                |