

**FACILITY USE POLICY**  
**ST. MARK PRESBYTERIAN CHURCH**  
**Effective 1/1/2019**

**PURPOSE**

The purpose of this document is to provide the policy governing the use of Church facilities by individuals and organizations from both inside and outside the Church. It is not the intent of this policy to govern the use of the facility for our Church's events. The Policy is intended to facilitate, not hinder, facility use.

**GENERAL**

Over the years St. Mark membership has built facilities intended for use of its members and to provide outreach into and support of the community, all for the glory of God. It is the intent of this Policy to facilitate the use of these facilities consistent with the mission of the Church which is: to glorify God and, by the power of the Holy Spirit, provide opportunities for all people to know, love and follow Jesus Christ. However, the facilities shall be used solely for non-commercial, non-profit activities whose mission is consistent with that of St. Mark. As a religious organization, and to avoid any perception of political endorsement, it is inappropriate for the facility to be rented for the purpose of any meetings regarding an election, candidate, or community issue of a political nature.

The Church Office Administrator (Administrator) will oversee the use of Church facilities for Church and outside groups. Facilities are not considered reserved until the Administrator places the event on the Church Calendar. The Property Elder shall be consulted as necessary to resolve questions concerning the granting of permission to use church facilities when the appropriateness of granting such permission is not obvious. The Property Elder shall determine if Session approval is required.

**CONTRIBUTIONS**

It is appropriate that Users and Organizations of St. Mark facilities make a contribution to St. Mark to help defray the cost of the use and the maintenance and utilities. In addition, Users and Organizations will reimburse St. Mark for the Sexton's time and others as may be required to open up, lock up, set up, take down, clean and vacuum/mop. A deposit is required to hold a reservation. **The contribution period begins upon the group's arrival and ends upon their departure.**

USE FEE SCHEDULE:	\$150 for first 2 hours (2 hr min) \$50/hr thereafter
SEXTON:	\$50 per use
SANCTUARY A/V:	\$75

**The Guest agrees to pay the cost of any damage occurring to the facility or equipment used, upon presentation of a bill for damages.**

## ***AGREEMENT***

An agreement between St. Mark and the facility user shall consist of two signed documents: 1) The Facility Use Application/Agreement and 2) an Indemnity Agreement in which the facility user (individual or group) agrees to indemnify and hold St. Mark harmless of any and all claims, demands, and cause of action against St Mark or any of its officers, agents, employees, or members relating to or arising out of said use by the facility user.

All requests for use of Church facilities must be submitted in writing to the Office Administrator. **A request will be considered approved after the request form has been completed, appropriate fees paid, the request is approved by the Office Administrator and entered on the Church calendar.**

## ***KITCHEN***

The FLC is a “warm and serve” kitchen only. No cooking is allowed. The user is expected to clean the kitchen and return it to its original configuration and condition. The kitchen is not available for use “by itself,” but may be reserved for use in conjunction with another room/event. Consumable plates, cups, utensils, coffee and tea are for Church use and not by Guest groups.

## ***SANCTUARY***

The sanctuary is an area of worship. Absolutely no food or drinks are allowed inside the sanctuary other than the elements of Holy Communion at planned and approved church functions. The piano and organ must not be moved without prior approval. NOTE: Moving either may require expensive re-tuning at your expense. Sanctuary audio/visual equipment is available for use by an outside organization only by a St. Mark technician for which an operating fee will be collected.

## ***SMOKING***

The St. Mark campus is smoke-free. There shall be no smoking inside or outside any buildings.

## ***ALCOHOL***

The use of alcoholic beverages is strictly prohibited on the premises without special approval from the Session.

## ***CANDLES***

Unlit candles may be used as decoration. The lighting of candles must be specifically approved. The wedding policy of using no-drip candles applies and is acceptable.

## ***DECORATIONS***

Any plans for decorations that involve attaching in any manner to walls or furniture must have prior approval from the Administrator.

## ***TIME OF USE***

The rental time begins when the first guest arrives on campus for setup and ends when the building is vacated and locked. Buildings must be vacated no later than 9:00 pm, unless St. Mark has granted prior approval by the Administrator.

### ***FLC AUDIO/VISUAL EQUIPMENT***

St. Mark has audio/visual capabilities in the Family Life Center (FLC). Groups should request use of these capabilities when the Facility Use Application/Agreement form is submitted. Approved users must agree to the following: User must bring their own laptop device and must provide their own audio/visual technician for the event. NOTE: All content must be appropriate – no vulgarity or suggestive content is allowed.

### ***CANCELLATIONS***

You must notify St. Mark by phone during work hours (Mon – Thu, 9:00 – 4:00) or by email ([office@stmarktx.org](mailto:office@stmarktx.org)) not later than 24 hours prior to your event in order not to be charged the minimum rate of \$150. If the church is notified within the 24-hour period, you will be charged half of your rental fee.

Since church facilities are primarily for church events, any commitment for use by guest organizations will be made with the stipulation that church functions, scheduled or unscheduled, will have precedence. Every effort will be made by St. Mark to work around existing guest reservations but if unable to, will notify the guest organization as far in advance of the conflict as possible.

### ***OTHER PROTOCOL***

Upon approval of your Facility Use Application and payment receipt, your event will be placed on the master calendar. St Mark's staff will unlock doors for your entry during the normal workday 9:00 – 5:00 Monday-Thursday. At the conclusion of your event during the normal workday, a St Mark staff person will lock the doors and secure the premises. If your event ends after the normal workday, you will need to come to the church office during business hours to sign out a key to secure the building and then return the key on the next business day unless otherwise instructed by the Administrator.

### ***EXPECTATIONS***

1) The facility user shall use the facility and loaned equipment in a responsible manner. If you discover equipment that needs repair, please report it to the church office or sexton. Accidents do occur. If there is breakage, please report it to the office as promptly as possible.

2) After your use of the facility, you are expected to return each room used to its original configuration with tables/chairs left in the manner in which you found them.

3) Please check to be sure that you have picked up and bagged any trash or debris. Please leave it in the appropriate trash can in the room you used.

4) Turn off all electrical appliances. Turn off all lights in the area you have used unless the lights are automatic.

### ***STAY IN YOUR ASSIGNED ROOM***

You are expected to use the space for which you have received permission. In the event that you need to change your meeting room, you are not at liberty to do so without notifying

church personnel in advance and requesting such a change. Your courtesy in this will help us to avoid embarrassing room-use conflicts in assigning the use of our facility.

#### **PARKING/HANDICAP ACCESSIBILITY**

St Mark has private parking including handicapped spaces. Please feel free to use church parking facilities. All the buildings are handicap accessible.

#### **PROCEDURE FOR REQUESTING ROOM USE**

1) Call the St Mark office (830-249-3232) from 9:00am - 4:00pm, Monday – Thursday, or stop by the office during those hours. The Office Administrator will check the master calendar and let you know if the space/time/date you request are available.

2) You will be asked to complete a Facility Use Application, including the Indemnity Agreement. You may leave your request with the Office Administrator or return it, completed, at your convenience.

3) The St Mark Office Administrator will contact the person named on the request form to report approval or denial of the request. Upon receipt of the room use contribution, the event becomes a confirmed entry on St Mark's master calendar.

4) You are responsible for the actions of your group, and we will deeply appreciate your responsible stewardship of this property and your respect for these building as the House of Worship that they are.