

**FACILITY USE POLICY**  
**ST. MARK PRESBYTERIAN CHURCH**  
**Effective 10/1/2019**

**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.

**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. The facilities shall be used solely for 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.

**CONTRIBUTIONS**

It is appropriate that Users and Organizations of St. Mark facilities make a contribution to St. Mark to help defray the maintenance and utility cost and normal wear and tear. 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, clean and vacuum/mop. Additional support such as audio/video, stage, kitchen supplies will be charged as appropriate. A deposit is required to hold a reservation. **The contribution period begins upon the group's arrival and ends upon their departure. The Guest agrees to pay the cost of any damage occurring to the facility or equipment used upon presentation of a bill for damages.** The contribution schedule is as follows:

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

**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.

**KITCHEN**

The kitchen may be used for coffee and warming of food only. No cooking will be allowed. It should not be used unless approved in advance and the fee is collected. The user is

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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.

### ***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***

Smoking is prohibited inside any of the buildings. Smoking is not encouraged along the walkways as no ashtrays or other provisions for smokers have been made. If you must smoke, please do so away from the premises.

### ***ALCOHOL***

The use of alcoholic beverages is strictly prohibited on the premises. With special approval of the Session, the serving of wine in the FLC may be considered for special events such as weddings.

### ***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 church office.

### ***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.

### ***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.

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## **OTHER PROTOCOL**

Upon approval of your Facility Use Application, your event will be placed on the master calendar. St Mark's staff will unlock doors for your entry during the normal work day (8:00 – 4:00). 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.

## **WE EXPECT THE FOLLOWING**

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.

5) 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.

6) If you are using the facilities after office hours, you are responsible for locking up. If St. Mark suffers loss because you did not lock up, you will be held responsible.

Parking/Handicap Accessibility: St Mark has private parking including handicapped spaces. Please feel free to use church parking facilities.

## **Procedure for Requesting Room Use**

1) Call the St Mark office (830-249-3232) from 8:00am - 4:00pm, Monday – Thursday or 8:00am – noon, Friday, 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. Your request must then be reviewed by the Session to approve/disapprove room use.

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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 this building as the House of Worship that it is.

Filed: P Drive, Admin, Facilities

10.16.19

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