

FACILITY USE APPLICATION/AGREEMENT
ST MARK PRESBYTERIAN CHURCH, BOERNE TX
830-816-3000, office@stmarktx.org
Revised January 14, 2024

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/End Dates Start/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 first page of this form, has been approved, subject to the requirements of the checked provisions below:

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. Payment is due on or before the time of facility use.

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.

As long as at least twenty-four hours prior written notice is provided to the Office cancelling your usage, you will not be charged for such event. If less than twenty-four hours' notice of such cancellation is provided, amounts shall be due as detailed in the Facility Use Policy.

Additional usage dates may be added without issuing a formal amendment to the Agreement by mutual agreement of the Applicant and St Mark. Actual usage of the facility by Applicant pursuant to such agreement shall constitute Applicant's concurrence that all terms of the Agreement are applicable to such usage including, without limitation, paying the applicable contribution fee and indemnification of St Mark as detailed in the Indemnity Agreement.

Other Applicable Provisions:

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

Filed: P Drive, Admin, Facility

01.14.2024

INDEMNITY AGREEMENT FOR ORGANIZATIONS
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)