



**OXFORD**  
UNITED METHODIST CHURCH

**FACILITY USE AGREEMENT 2024  
FAMILY LIFE CENTER**

Oxford United Methodist Church  
(210) 696-0192 office

Located at: 9739 Huebner Rd., San Antonio, Texas 78240	Payments to: PO Box 29067 San Antonio, Texas 78229
--	--

It is agreed between **OXFORD UNITED METHODIST CHURCH**, hereinafter referred to as PROPERTY OWNER and the hereby named USER, that the PROPERTY OWNER, shall allow the USER access and the use of the FACILITY as conditioned and described below, subject to all the policies and procedures of PROPERTY OWNER.

**USER:** \_\_\_\_\_

**USER ADDRESS:** \_\_

**USER PHONE:** \_\_

**USER EMAIL:** \_\_\_\_\_

**DATE(S) OF USE:** \_\_\_\_\_

**TIME NEEDED:** FROM: \_\_ TO: \_\_

**PURPOSE OF USE** (Type of Activit):: \_\_\_\_\_

**Fees for Event:**

- Security Deposit \$100
- Building Use -\$275/2 hours
- Add'l Hour \$75/hour x \_\_\_\_\_ hours = \_\_\_\_\_

Total for Event: \$\_\_\_\_\_ Balance Due: \$\_\_\_\_\_

Balance for Event is due no later than 2:30 pm Wednesday prior to the Event.

Please make checks payable to: Oxford UMC. Please write "FLC Facility Use" on the memo line of your check.

## FACILITY USE AGREEMENT 2024 FAMILY LIFE CENTER

### FEES:

- **Deposit:**
  - **\$100** Security Deposit (cash or money order) is required.
  - Event will not be booked until Security Deposit is received.
  - Security Deposit will be returned (as check issued by PROPERTY OWNER) if event is not canceled and if facility is left in a clean, normal usage manner, and so long as USER complies with the Guidelines for Facility usage attached hereto as Exhibit A (the “Guidelines”)
  
- **Building Use:**
  - **\$275** Building use fee includes 2-hour usage.
  - Fee includes set-up of tables and chairs and take-down of tables and chairs.
  - Fee includes preparation for your event by cleaning floors, bathrooms, and kitchen.
  - One hour is allowed immediately prior to the booked time free of charge for preparations and decorations. Preparations and decorating are only allowed on the same day one hour prior to the event.
  - 30 minutes are allowed immediately following the event free of charge for cleaning the building.
  - Custodian will return at end of contracted time to lock the facility.
  - **Additional fee(s) of \$25/15 minutes will be charged if building is not vacated by end of free 30-minute timeframe.**
  - The USER must use their own supplies. Church supplies are not to be used. Appliances are to be cleaned after use.
  - The USER will only use areas that are under contract and not go beyond those boundaries.
  - The USER is liable for any damages occurred by them or any persons taking part in their event.
  - The PROPERTY OWNER assumes no responsibility for accidents or personal injury.
  
- **Additional Hours/Utility Fee:**
  - **\$75** per hour Building use charge for each additional contracted hour is \$75.
  
- **Service Fee:**



**FACILITY USE AGREEMENT 2024  
FAMILY LIFE CENTER**

- **A current service fee of 3.75% will be charged for credit card transactions.**

**EXHIBIT A**

- The Family Life Center can accommodate up to 60 people.
- The Jenkins Chapel room is only to be used with prior permission. It is a place of worship and should only be used for that purpose.
- The use of **alcohol/drugs is prohibited** in or on the church grounds.
- The use of **tobacco is prohibited** in the building.
- The A/C and Heating thermostat(s) will be set by the PROPERTY OWNER and cannot be changed by USER.
- No tacks, nails, tape, staples, or any other material that will damage the property may be used. Only mounting putty or 'command strips' may be used on walls.
- All decorations must be removed immediately after the event.
- Wipe down tables and chairs as needed to leave them in a clean state.
- It is the responsibility of the user to **take trash out to the dumpster** located in the back parking lot.
- USER will leave facility as tidy/clean as it was at entry. Facility must be cleaned and vacated by end of 30-minute free clean-up time, or additional fees will be charged.
- PROPERTY OWNER is not responsible of any items left behind.
- PROPERTY OWNER assumes no responsibility for accidents or personal injury.
- The USER will be liable for any damages occurred by them or any persons taking part in their event.

Signature: \_\_\_\_\_  
USER Responsible Party

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

Revised 01.22.2024 JT



**FACILITY USE AGREEMENT 2024  
FAMILY LIFE CENTER**

The undersigned has been given authority to act for and be responsible for the USER making this application. The USER will see that the FACILITY is not misused or abused, and that the FACILITY is used in conformity with the GUIDELINES and that all other terms of this BUILDING/FACILITY USE AGREEMENT are adhered to and followed.

The USER agrees to save, indemnify, and keep harmless PROPERTY OWNER against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons and damage to property in which PROPERTY OWNER shall be named a defendant and which involves claims arising directly or indirectly from, as a result of, or in connection with USER'S use of the premises. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to the PROPERTY OWNER for the PROPERTY OWNER's own acts of negligence that solely or contributorily cause liability to the PROPERTY OWNER, but USER is not indemnifying the PROPERTY OWNER for the PROPERTY OWNER's own acts of gross negligence that cause liability to the PROPERTY OWNER.

**USER:**

Signature: \_\_\_\_\_  
USER Responsible Party

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

**PROPERTY OWNER:**

Signature: \_\_\_\_\_  
Church Representative, Trustee, or Pastor

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