



FAMILY LIFE CENTER FACILITY USE AGREEMENT – 2022

It is agreed between **OXFORD UNITED METHODIST CHURCH**, hereinafter referred to as PROPERTY OWNER and _____, hereinafter referred to as RENTER 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. The fee includes the following: Utilities fee of \$45 per hour. If the FACILITY is used beyond the 2-hour time specified below by .30 minutes or more, the USER needs to pay the full hour of \$45 and each additional hour after.

DATE(S) OF USE: _____
(subject to availability of PROPERTY OWNER)

TIME OF USE - FROM: _____ TO: _____

One free hour of Decorating will only be allowed one hour before scheduled event under contract and only on the same day of event. If prior day is requested for decoration the USER will be billed for times used at hourly rate. Please indicate hours needed for your entire event. If RENTER goes beyond the first 2 hours allotted, additional, hourly utility fees will be collected.

NOTE: Preparations are only allowed on same day of the event. Additional fee(s) will apply beyond time allowed.

PURPOSE OF USE (Type of Activity): _____

All events booked at Oxford United Methodist Church are subject to the approval of our Pastor. Events should be in accordance with the standards of our church. There is to be absolutely NO ALCOHOL served or consumed on our premises. Smoking is permitted ONLY in the parking lot areas.

COST:

Deposit: \$100 (The non-refundable deposit secures the date. Deposit will be applied to the final balance.)

Building Use: \$250 (Building use fee includes first 2 hours of usage, custodial cleaning, set-up, and take down fees.)

Kitchen Use: \$35 (The kitchen is available for use. But renter must use all their own supplies. Church supplies are not to be used. Please clean appliances after use. Renter must provide their own ice. There is a freezer available to store ice for your event.)

Utility Fee: \$45 per hour (If the FACILITY is used beyond the first 2 hours times specified above, RENTER will need to pay \$45 per hour for each additional hour. Any additional time prior to event will be billed as additional hours use.)

TOTAL: \$_____ (Please make checks payable to Oxford UMC, write “facility use” in the memo portion of your check.)

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

USER agrees to save, indemnify, and keep harmless PROPERTY OWNER against 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 RENTERS' 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 passive 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 active negligence that solely or contributorily cause liability to the PROPERTY OWNER.

PROPERTY OWNER:

Signature _____ Date: _____

USER:

Signature _____ Date: _____

Phone# _____

CONTACT:

Oxford United Methodist Church
9739 Huebner Rd., San Antonio, Texas 78240
210.696.0192
www.oxfordumc.org

Family Life Center

GUIDELINES FOR FACILITY USE

NOTE: Preparations are only allowed on same day of the event. Additional fee(s) will apply beyond time allowed.

- The FLC holds a maximum of 60 people.
- Decorating will be allowed only in the hours when the building is under contract.
- No tacks, nails, tape, staple or any other material that will damage the property may be used
- ONLY mounting putty may be used on walls
- All decorations must be removed right after the event.
- The Jenkins Chapel is only to be used with prior permission. It is a place of worship and should only be used for that purpose.
- The kitchen is available for use. But renter must use all their own supplies. Church supplies are not to be used.
- All tables and chairs need to be completely wiped down after use.
- The a/c and heating will be set and cannot be changed by tenants.
- It is the responsibility of the user to take trash out to the dumpster located in the back parking lot.
- PROPERTY OWNER is not responsible of any items left behind.
- The use of alcohol/drugs is prohibited in the church grounds.
- The use of tobacco is prohibited in the Family Life Center.
- 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.

- USER should only use areas that are under contract and not go beyond those boundaries.