

GYMNASIUM FACILITY USE AGREEMENT (Spring 2020)

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 **RENTER** access and the use of the **FACILITY** as conditioned and described below, subject to all the policies and procedures of **PROPERTY OWNER**.

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

TIME OF USE: _____ **TO:** _____
Decorating will be allowed only in the hours when the building is under contract. Please indicate hours needed for your entire event. If RENTER goes beyond this time allotted, additional, hourly utility fees will be collected.

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: \$225.00 *(Building use fee includes custodial cleaning, set-up, and take down fees.)*

Kitchen Use: \$50 *(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: \$55.00 per hour *(If the FACILITY is used beyond the times specified below, RENTER will need to pay \$55 per hour for each additional hour.)*

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 RENTER making this application. RENTER 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.
RENTER 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 passive negligence that solely or contributorily cause liability to the PROPERTY OWNER, but RENTER 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: _____

RENTER:

Signature _____ Date: _____

Phone # _____

CONTACT:

Facility Manager: Jesse Quintanilla
(210) 861-5090

Office Administrator: Michelle Carey
(210) 696-0192
michelle@oxfordumc.org

Oxford United Methodist Church
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GYMNASIUM GUIDELINES FOR FACILITY USE

- The gym can accommodate up to 150 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 or may be used.
- All decorations must be removed right after the event.
- 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 on the church grounds.
- The use of tobacco is prohibited in or around the building. Smoking is ONLY permitted in the parking lot.
- PROPERTY OWNER assumes no responsibility for accidents or personal injury.
- The RENTER 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.

- An on-site Custodian may be provided for your event at a fee of \$100.00.