

**FAMILY LIFE CENTER  
FACILITY USE AGREEMENT  
2021**

It is agreed between **OXFORD UNITED METHODIST CHURCH**, hereinafter referred to as PROPERTY OWNER and \_\_\_\_\_, hereinafter referred to as 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. The fee includes the following: Utilities fee of \$35 per hour. If the FACILITY is used beyond 2hr time specified below, USER will need to pay \$35 per hour for each additional hour.

FACILITY TO BE USED: Family Life Center

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

TIME NEEDED - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PURPOSE OF USE (Type of Activity): \_\_\_\_\_

**FEES:**

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

Building Use: \$225 (Building use fee includes custodial cleaning, set-up, take down fees and 2 hours of usage.)

Kitchen Use: \$30 (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: \$35 per hour (If the FACILITY is used beyond the times specified below, RENTER will need to pay \$35 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 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 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 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 Info:

Oxford United Methodist Church  
9739 Huebner Rd., San Antonio, Texas 78240  
(210) 696-0192 office

## **Family Life Center GUIDELINES FOR FACILITY USE**

- The FLC will only hold a maximum of 75 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 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.
  
- The television can be used only with prior permission.

- No Sound/music equipment is to be used unless stated in the Facility use agreement.