

La Trinidad United Methodist Church

300 San Fernando Street • San Antonio, TX 78207 • (210) 227-0546

FACILITY AGREEMENT FOR GUEST ORGANIZATIONS

Organization: _____

Applicant: _____ Date: _____

Name: _____ Email: _____

Address: _____

Date & Time of Event: _____

APPLICANT AND ORGANIZATION UNDERSTAND AND AGREE TO THE FOLLOWING:

The non-refundable fee for use of the building on the date and time specified above is to be 50% of the total charges PAYABLE AT SIGNING. If La Trinidad United Methodist Church (LTUMC) cancels the event at any time, the deposit is to be fully refunded within (30) days of cancellation. If the event is canceled 30 days prior to the event by the applicant, one-half of the deposit shall be refunded. The deposit is not refundable if the event is canceled by the applicant within 30 days of the event. The deposit shall be applied to the total amount due. The total amount due shall be paid seven days in advance of the event. Failure to meet payment deadlines will result in the cancellation of the event and loss of deposit and any funds applied to the balance due. Applicant and Organization from now on referred to as Licensee agree that Licensee will use LTUMC Facilities solely for non-commercial activities consistent with the religious and charitable mission of LTUMC. It is understood that LTUMC reserves the right to refuse the use of the buildings or property to any person requesting the same.

Licensee shall be financially responsible and liable to LTUMC for all damage done to the building and its contents, and any injury to any person, by reason of Licensee's use. For Licensee requesting recurring use of facilities, Licensee agrees to add LTUMC and Board Members listed as additional insured to include Waiver of Subrogation on a Primary and Non-Contributory Basis on their policy. A copy of this certificate of insurance must be provided to LTUMC at the time the application is submitted.

LTUMC shall not be liable to Licensee members or invitees, or to third parties, who may sustain injury to their person or loss of property while in the buildings or on the grounds of LTUMC; and Licensee further agrees to defend, indemnify and hold LTUMC, its employees, agents, members and volunteers, harmless from and against any and all claims, demands, causes of action, lawsuits, losses, damages, costs, and liability (including, without limitation, reasonable attorney fees), for bodily injury, death, or property damage (including bodily injury, death, or property damage attributable to LTUMC negligence or the negligence of its employees, agents, members or volunteers), arising out of or connected with Licensee's use or occupancy, of Licensee's invitees, employees, members use or occupancy or LTUMC premises or personal property, including without limitation: building, grounds, parking lots, facilities, improvements,

La Trinidad United Methodist Church

300 San Fernando Street • San Antonio, TX 78207 • (210) 227-0546

or property of any kind regardless of whether bodily injury, death, or property damage occurs in or on the portion of the LTUMC premises that Licensee is authorized or expected to use. This indemnification includes indemnification of LTUMC for any act or omission whether Licensee, their respective agents, employees, volunteers or members, or any invitee of Licensee, is negligent.

If this application is signed by an agent on behalf of Licensee, the undersigned represents that he or she has authority to bind his or her principles. Permission to use the building or facilities of LTUMC may be terminated at any time with or without reason effective upon giving oral or written notice to Licensee. In addition, should Licensee or Licensee's agent misrepresent any fact in obtaining permission herein requested, LTUMC may cancel and terminate such permission with or without notice, either oral or written to the Licensee at the above address or at LTUMC.

Policies

- **Promotional Considerations:** LTUMC has the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo or location LTUMC.
- **Safety & Security:** Children/youth are not to roam the building or be left unattended. Licensee will be responsible for damages incurred by unsupervised children/youth of parents attending your event. All participants of your event must remain in the area reserved.
- **Cleaning:** All decorations must be removed prior to departure. Rental items must be removed upon departure. No rental items are to be left in the facility. No tape, thumbtacks, hooks can be used to hang decorations. No glitter and/or confetti is to be used on tables or anywhere else in the venue space. No balloons are to be left after the event.
- **Audio/Visual:** Only LTUMC authorized personnel may operate LTUMC equipment. An Audio Tech is required to be present for the use of any audio/visual equipment in the Sanctuary, Gym, and Classroom(s). The use of classrooms require AV training before the day of the event. AV charges for room and tech use are subject to change based on Licensee requests.

Building

Room	Fee (per hour)	Fee (per day)	# of hours	Total Fee
Sanctuary				
Kitchen				
Gym				
# Classroom (___)				

Day = 8 hours

Total Building Fee: \$ _____

La Trinidad United Methodist Church

300 San Fernando Street • San Antonio, TX 78207 • (210) 227-0546

Personnel & Equipment

Personnel	Fee (per hour)	# of hours	Total Fee
Audio Visual			
Custodial			
Parking/Security			
Staff Coordinator			
Hospitality			
Musical Equipment			
Tables			
Chairs			
Gym Floor Cover			
Sanctuary Equipment			

Total Personnel & Equipment Fee: \$ _____

- Applicant, Licensee, has read, understands, and agrees to the LTUMC Building Use Policy
- Applicant, Licensee, has read, understands, and agrees to the LTUMC Kitchen Policies and Procedures Guide

Total Fees (admin use only)

Total Building	
Total Personnel & Equipment	
TOTAL FEE	
Deposit Due (50% of total fee)	
Balance Due (before event date)	

Note/Comments:

Date: _____

Applicant/Licensee Printed Name: _____

Applicant/Licensee Signature: _____

Church Representative Printed Name: _____

Church Representative Signature: _____