

# SAN ANTONIO FIRST CHURCH OF THE NAZARENE

◆10715 West Ave., San Antonio, TX 78213 ◆Office: (210) 349-4241 ◆Fax: (210) 349-4575

## Building Use Agreement Form

(This section is to be completed by applicant.)

Individual/Group/Organization Name: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_ Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time(s): Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

(Be sure to include enough time for set-up and tear down time if needed. The building will be opened 15 minutes prior to the scheduled start time and closed/locked-up 15 after the scheduled closing time.)

Name\* of "Responsible Party": \_\_\_\_\_

(\* This person MUST be ON-SITE during use and MUST contact the church office directly PRIOR to use.)

Home Phone #: \_\_\_\_\_

Work #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Damage Deposit of \$100 MUST be paid at the time of signing. Check #: \_\_\_\_\_ Received: \_\_\_\_\_ (initial)

\*Damage deposit of \$250 MUST be paid at the time of signing if sound system/keyboard are used.

\*\*Deposit will be returned Tuesday following event

Facilities Requested:

<input type="radio"/> Kitchen	<input type="radio"/> Foyer	<input type="radio"/> Playground
<input type="radio"/> Sanctuary	<input type="radio"/> Showers	<input type="radio"/> Soccer Fields
<input type="radio"/> Dining Room	<input type="radio"/> Classrooms	<input type="radio"/> Basketball Court
<input type="radio"/> Fellowship hall	<input type="radio"/> Youth Building	

Equipment Request:

<input type="radio"/> Chairs(#: _____)	<input type="radio"/> Sound System
<input type="radio"/> Tables(#: _____, Size: _____)	<input type="radio"/> Keyboard/Piano (See above *)
<input type="radio"/> Other: _____	

Special Instructions or Requests: (Set up may require additional fees.)

\_\_\_\_\_

\_\_\_\_\_

See above \*\* for when deposit will be returned

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Acknowledgement: I/We agree to the Building Use Guidelines established by SAF. I/We assume all risks and dangers inherent in the use of these facilities, accepting them in "as is" condition. I/We agree to use my/our best judgment in the use of these facilities and to follow generally accepted safety principles. I/We wave and release San Antonio First Church of any and all liabilities.

Signature: \_\_\_\_\_

(Responsible Party requesting use of Building)

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

Authorized approval: \_\_\_\_\_

(Facility Coordinator)

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

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## GUIDLINES FOR BUILDING USE

This is an agreement for the use of a portion of San Antonio First Church building by a group listed below. The following guidelines and fees apply:

1. The use of tobacco and alcoholic beverages are not permitted in the church facilities or on church property.
2. Any damage or breakage occurring to the property because of the activities or the participants of an organization using the building shall be paid by the organization and the deposit will be with held.
3. No portions of the building other than those assigned in this agreement are available for use. Leaders for the organization should insure that all participants stay in the assigned areas.
4. When the organization completes the use of the building, all space used is to be returned to the original condition and set-up the way it was when the group arrived unless instructed differently.
5. The church reserves the right to cancel any building use agreement should this agreement be violated by the organization involved or should the church determine that the use is in conflict with the program and ministry of the church.
6. Because of the heavy use of the building and the priority given to the church's programs and ministries, it is important that the hours for use stated in this agreement be carefully followed.

Signature: \_\_\_\_\_  
(Responsible Party)

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

Signature: \_\_\_\_\_  
(Facility Coordinator)

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

## **HOLD HARMLESS AGREEMENT**

**I, or we, the undersigned, do hereby agree that we shall not hold the First Church of the Nazarene liable for any personal injury or property damage during the time we are using the Church grounds and/or other facilities. It is our responsibility to check the grounds where our teams will be playing to insure the safety of the surface to be used. It is also our responsibility to insure that our vehicles do not block any normal traffic around the church premises and that all of our equipment brought with us will be taken with us at the end of our practices/games.**

**We assume all responsibility for our activities while using the Church grounds, and will not hold the Church liable for any injuries or damages during our utilization of the grounds.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone Number**

-

\_\_\_\_\_  
**Signature of party responsibility for team (s)**

\_\_\_\_\_  
**First Church representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Day (s) and time (s) and field to be used**