



FACILITIES USAGE AGREEMENT

I. **General:** All groups using All Saints Anglican Church facilities (hereinafter referred to as "ASAC") agree to the following terms and conditions:

- A. All buildings and rooms used **will be left in the same state of order and cleanliness as they were when the group arrived.** If the facilities are not neat and clean at the time of use, the disorderly state must be reported at the time of use.
- B. Any damage done by group members to ASAC's property or facilities, or their contents, will be repaired or replaced by the group, to ASAC's satisfaction. If there is existing damage, it must be reported before the time of use.
- C. Ballard Hall, the other classrooms, and the nursery are designed for Christian fellowship, socializing, meals, refreshments (consistent with Christian gatherings), meetings, and conducting classes. All facilities should be used in a manner consistent with the purpose for which they were designed, remembering that this is God's House.
- D. ASAC's worship facilities are designed for worship, and are set aside strictly for that purpose. Accordingly, they are to be entered with respect and reverence to God. They **may not** be used for any purpose other than appropriate Christian prayers, meditation, or devotional reading of individuals, without the express authorization of the Wardens and Rector. **THE CONSUMPTION OF ALCOHOL IS PROHIBITED IN AND/OR ON ANY AND ALL PREMISES BELONGING TO OR CONTROLLED BY ALL SAINTS ANGLICAN CHURCH.**
- E. ASAC will not be held responsible for accidents that occur while on our premises or using our facilities, such as tripping and falling, kitchen injuries, etc. The undersigned agrees the group will use ASAC facilities at its own risk, to **hold ASAC harmless**, and to assume all legal and financial responsibility for such incidences.
- F. All groups using ASAC facilities will restrict themselves to the days, times, and areas specified in writing below. For occasional use of other areas and/or other days and/or times, the permission of the People's Warden, Rector's Warden or, in cases of expediency, the Rector is necessary.
- G. ASAC may cancel or modify the following agreement at any time, as may be deemed necessary for the primary mission of the Church. Whenever possible, advance notice of any changes will be provided to the undersigned. In the event of a pastoral emergency, such as a funeral, priority must be given to the needs of the parish.

II. **Specific:**

- A. Name of group: _____
Size of group: #Adults _____ #Children _____ age range of children _____ - _____
- B. Purpose for which facilities will be used: _____

- C. Areas to be used: ___ Ballard Hall ___ Nursery ___ Kitchen ___ Sunday school bldg
___ Prayer Garden ___ Other (please specify): _____
- D. Dates, days, and times of use: _____

- E. Contact names, numbers, and addresses of responsible parties in the group:
 - 1. Responsible party _____
 - 2. Secondary contact _____
- F. **A cleaning fee of \$100.00 is required in advance, unless specifically waived by the wardens of the parish.**
- G. If the facility is used regularly, utilities will be reimbursed at the rate of \$_____ per month, paid by the end of the first week of each month. If the facility is used on a one-time or occasional basis, utilities will be reimbursed at the rate of \$_____ per use, payable in advance. Checks should be made out and sent to: **All Saints Anglican Church, 11122 Link Dr., San Antonio, TX 78213.**
- H. Are you bonded/insured? ___ Yes or ___ No If Yes, complete the following:
Name of company _____ Policy # _____
Address _____ Phone # _____

Signatures below indicate agreement with the above terms and conditions.

Name of Group _____

By: Name: _____ Title (if applicable): _____

I acknowledge that I am authorized to sign on behalf of this organization.

Signature: _____ Date: _____

Parish Warden or Rector: _____ Date: _____