



11300 Old San Antonio Rd.  
Manchaca, TX 78652  
Phone: 512-762-1396

**FACILITY USE REQUEST**

PLEASE COMPLETE ENTIRE FORM

Name of Organization (if any) \_\_\_\_\_

Responsible Person \_\_\_\_\_

Non-Profit Status: \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
(attach IRS determination letter)

Address \_\_\_\_\_

Organization Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Organization's Purpose \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

(Dates may not be scheduled more than three months in advance, except with specific permission.)

Will the event be recurring:

- \_\_\_\_ One time only                      \_\_\_\_ Monthly
- \_\_\_\_ Weekly                                      \_\_\_\_ Multiple days

Which day of the week: (circle one)

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

Area(s) Requested:	Fee:	Type A	Type C	
____ Worship Center		\$150	\$100	_____
____ Education Building		\$50	\$50	_____
____ Church Grounds (no water or electricity)		\$25	\$25	_____

**Total Fee:** \_\_\_\_\_

**Cleaning/Security Deposit:**    \$100

Anticipated Number of Participants: \_\_\_\_\_

Will a participant fee be charged? \_\_\_ Yes \_\_\_ No

Will food or drink be consumed? \_\_\_ Yes \_\_\_ No

Special Needs or Requests \_\_\_\_\_

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Set Up Instructions \_\_\_\_\_

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Setup Diagram:

## ***Release and Indemnity***

This ***Release and Indemnity Agreement*** is between the above-named organization (“Organization”) and our church.

### **RECITALS**

- The church is the owner of the real property and improvements located at 11300 Old San Antonio Rd., Manchaca, TX 78652 (“Property”).
- Organization desires to use the property described above for meetings and other activities.

### **AGREEMENT**

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

# **ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Building Use Policy, and I hereby consent to the Release and Indemnity Agreement.

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **FOR OFFICE USE ONLY**

ROOM USE CATEGORY: \_\_\_\_\_

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Agreed Upon Fees \_\_\_\_\_