

**THIS PACKET INCLUDES THE FOLLOWING:**

- General Application
- Liability Agreements + COI Request (where applicable)
- Policies for Rental of San Antonio First Church property
- Rates and Fees

**PROCEDURE FOR RENTING SPACE:**

- Submit completed forms: [info@saf.church](mailto:info@saf.church) or mailed to 10715 West Ave. SATX 78213
- Allow 7-10 business days for processing
- Church board and facilities team will approve or deny application
- Upon approval, you will be contact directly to complete the rental
- **NOTE:** Events that conflict with SAF ministry schedules/space will not be approved.

Thank you for considering our space! The physical presence of the church in the community stands as a symbol of faith and hope. It's a meeting place and a center from which worship, ministry, programs, and events which benefit the people of our community can emerge. In this application you will find our policies for individuals renting space, indoor or outdoor. There are some extra requirements for those seeking a lease of space for ongoing programs or those serving children and youth. If you have any questions regarding this application please email [info@saf.church](mailto:info@saf.church) or call us at 210.361.3943.

**PLEASE SIGN ALL PAGES OF APPLICATION AND RETURN TO  
[INFO@SAF.CHURCH](mailto:INFO@SAF.CHURCH)**

**PLEASE NOTE: SOME RENTAL TYPES WILL REQUIRE A CERTIFICATE OF LIABILITY INSURANCE FOR SAN ANTONIO FIRST CHURCH.**

Thank you!

San Antonio First Church

**GENERAL APPLICATION***Contact Information***Name of Person/Group Booking Space:****Name of Point of Contact (if different from above):****Phone:****Email:****Text okay?***Type of Rental***Please indicate the type of function:****Wedding****Memorial****Sports****Party****Education****Other:** \_\_\_\_\_**Is this an event for children?****Are you planning a funeral?****If yes, stop here and email [info@saf.church](mailto:info@saf.church) with subject line FUNERAL***We will send a separate form to complete and someone will be assigned to help you.***Are you seeking a lease for recurring events (such as music lessons)?****If yes, stop here and email [info@saf.church](mailto:info@saf.church) with subject line LEASE REQUEST***We will then send you a separate application to complete. Thank you!**Dates and Times***Date of Event:****Time of Event:****Set Up Time:****Expected Clean Up Time:****Do you need a rehearsal time:****If yes, please indicate date(s) and time(s):***Space and Resources***Please indicate on the next page which space and resources you need.****Will you be using your own decorations?****Do you need access on a separate day for preparing decorations?****If yes, please indicate date(s) and time(s).**

### RATES AND FEES FOR SPACE AND RESOURCES

The follow are our rate for spaces on our campus and extra resources we have to offer. Please mark which space you are seeking and mark any resources you wish to include. Members of SAF receive a 25% discount on rates listed below. Any negotiated rates are to be kept private between the renter and SAF.

#### GENERAL RATES FOR SPACE

Type of Rental	Sanctuary and Lobby	Classroom	Fellowship Hall	Full Campus	Outdoors
Fall/Spring	\$150	\$75	\$100	\$300	\$100
Summer	\$250	\$125*	\$200	\$400	\$100

\*A/C for upstairs classrooms during summer will be kept slightly higher than downstairs.

#### RESOURCES

- **Audio/Visual Support:**\* \$50 per hour - *Included staffed support, tips accepted*
- **Furniture Arrangement\*:** \$25 - *Includes rearrangement of furniture, no decorating/installing*
- **Kitchen:** \$25 + \$100 deposit - *Includes access to kitchen and appliances*
- **Chair/Table Rental:** \$25 + \$100 deposit - *basic plastic tables and chairs*
- **A/V Equipment Rental\*\*:** \$50 + \$150 - *includes TV cart, 1 speaker PA + 2 wired mics.*
- **Large Decorations:** *Please submit your request for help with large decor projects with this application as a separate page (such as wedding decor etc.).*
- **Media Projects:** \$50 per hour, except memorials - *Please indicate need on A/V support form and submit your request for media with this application.*
- **Rehearsal Time or Set Up *prior to event day*:** \$50 per extra day required
- **Wedding/Funeral Officiants:** TBD - *We will follow up with additional steps.*

\*Purchasing A/V Support is required if party wishes to use any installed equipment at SAF. Alternatively parties may bring equipment or rent the small PA system as noted in the resources. Any outside A/V tech professional wishing to use equipment must complete separate application.

#### FEES

Members are required to pay a \$50 fee, refundable upon following proper closing procedures.

Non-Members are required to pay a \$50 fee, refundable up to \$25 upon following proper closing procedures.

**HOLD HARMLESS AGREEMENT**

I, or we, the undersigned, do hereby agree that we shall not hold San Antonio First Church of the Nazarene liable for any personal injury or property damage during the time we are using the Church grounds and/or Church building. It is our responsibility to check the Church grounds to insure the safety of the surface to be used and check the portions of the Church building that will be utilized to ensure that there are not safety issues which might present a problem for our use. It is also our responsibility to ensure that our vehicles do not block any normal traffic around the Church premises and that all of our personal items are removed when our utilization of the Church grounds and/or Church building is completed.

We assume all responsibility for our activities while using the Church grounds and/or Church building, and will not hold the Church liable for any injuries or damages during our utilization of the Church property. We assume all risks and danger inherent in use of the Church facility, accepting them in "as is" condition.

We also agree to provide a certificate of insurance to San Antonio First Church of the Nazarene if it is requested by SAF upon review of this application.

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Printed Name of Applicant or Group Representative

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If group representative, please indicate group name above.

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Address

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Phone

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Email

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Dates/Times of Rental

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Signature of Applicant

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Signature of San Antonio First Church Representative (Internal Use Only - Copy Provided)

**POLICES AND GUIDELINES FOR USE OF FACILITIES AT SAN ANTONIO FIRST CHURCH****PLEASE READ CAREFULLY**

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## Scheduling Space

1. Individuals desiring to use the church facilities are welcome to examine the facilities by contacting the church office at (210) 349-4241 to arrange a time to visit the church. Office hours are normally 8:00 am to 2:00 pm Monday through Thursday excluding national holidays.
2. Space is provided on a "first completed and approved application basis." All events must be coordinated with the church staff and the Senior Pastor via the proper use of this provided application before being approved and therefore securing space.
3. Events will not be scheduled which will overlap any regular or special service times. Periodically, the church may plan a special production that requires construction of sets. If a special production is planned and sets are needed, any event must be willing to have the set as part of their event staging or schedule the event prior to or after the service staging requirements. (Note that Christmas and Easter normally require two weeks set up for services.)
4. Events which directly precede a scheduled ministry event and thus require tear down of the event and set up for the next ministry event at the same time will be subject to time restrictions as required by SAF, and may require additional fees to provide extra hired support. All avenues to avoid inconvenience will be taken by SAF and expected from any renter of SAF facilities.
5. Any external equipment brought into the facilities for an event must be removed not later than the day prior to the next scheduled service and preferably the day of the event. Any special request for delayed tear down needs to be negotiated as part of the application and approved by SAF.

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## Use of Space

6. Persons using church facilities must accept full responsibility for any damage to the building or equipment incurred during their use. Those persons shall be liable for the payment of all costs to repair any damage to the building or equipment, including the cost to replace, if applicable, as determined solely by the church. Access to the facilities for the event coordinator and/or participants must be arranged with the church office during normal business hours.
7. Event planners and participants may use furnishings and equipment normally considered non-consumable property for events such as tables and chairs, sound and lighting equipment (operated by church technicians only or as rented), etc. However, all expendable supplies such as china, silverware, glasses, tablecloths, napkins, etc must be furnished by the event coordinator.
8. Stated fees are collected in order to cover costs associated with providing space. This includes janitorial support following events to ensure the facilities are prepared for following services or events. However, we assume users will care for our facilities as you would your home remembering this is a sacred place belonging to God open for use by the community and will be treated as such.
9. No alcoholic beverages are to be consumed anywhere on the church property. Smoking, vaping or the use of any form of tobacco, including chewing, is strictly prohibited on the church property.
10. The use of foul language and any other inappropriate behavior is not permitted on church property, such as sexually illicit behavior or dangerous behavior. The event coordinator must make this clear to participants and has the authority to eject any such offender from the church property.
11. Personal conduct will be within the law. Violators may be prosecuted.

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## Weddings

12. Weddings conducted on church property will adhere to the polity and practices of the

Manual of the Church of the Nazarene. A copy of these policies will be provided.

13. Weddings at SAF will follow these guidelines:

- Ministers other than the current ministerial staff of the church may participate in or conduct the ceremony; however, such arrangements must be approved in writing by the Senior Pastor.
- Couple will participate in 4 premarital counseling sessions, concluding no later than 4 months before the wedding. Counseling sessions may be with SAF staff or with the officiating minister.
- Weddings conducted within the church, particularly when officiated by a guest minister, are subject to review by the Senior Pastor, to ensure the ceremony is in keeping with the Manual of the Church of the Nazarene.
- Receptions that follow will follow the Code of Christian Conduct as adopted by the Church of the Nazarene.
- Third-party vendors will need to coordinate with SAF to gain entry or storage of materials prior to event, which may result in additional fees for access before the event.
- Use of A/V support will require purchasing the A/V Support resource. Any musicians, DJs, or bands that will be participating in either ceremony or reception will coordinate with the staff A/V tech.

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## Funerals

14. Memorials at SAF should also complete the Memorial Planning Forms. Upon receipt of application for space, we will provide these forms.

NOTE: Often, planning memorials slips these forms all together, especially in traditional circumstances in which the service directly follows the passing of a loved one. For those who are planning a memorial at a later time, please fill out these forms and the Memorial Planning Forms. SAF staff will be there to help along the way.

15. Funerals/and receptions memorials will need to follow the same guidelines as indicated above for any event on SAF property.

16. Upon application, if it is applicable, SAF staff will work with the funeral director to coordinate details.