

Building Use Agreement Form
St. Mark's Episcopal Church

Date Received _____

Initials _____

Please complete and return this form to the church office when you need to reserve space for any activity or event. The Parish Administrator will confirm your reservation or offer alternate space and/or dates as available.

Group Name and Activity/Event: _____ ☐ For Profit ☐ Not For Profit

Contact person: _____ Tel. _____ E-mail: _____

☐ This is a one-time event Date: _____ Time: _____

☐ This is a recurring event Start Date: _____ Time: _____

End Date: _____

SPACE REQUESTED

Parish Hall Building

☐ Parish Hall

☐ Library

☐ Parlor

☐ Kitchen

Admin House

(Church Use Only)

☐ Conference Rm

Church

☐ Nave

CHILDCARE REQUESTED? ☐ Yes ☐ No

If Yes, _____ will contact the Church Office at 512 353-1979.

PUBLICITY: If you would like this event shared on St. Mark's e-news or social media channels, please email nicole@stmarkssanmarcos.org or scan the QR Code to the right with your phone to submit your request.

Publicity Request



AGREEMENT I have read and agree to abide by and implement the rules and policies set forth in the Building Use Policy of St Mark's Episcopal Church.

Signed: _____ Date: _____

Administrative Use

Route to:

☐ Rector _____

☐ Music Director _____

☐ Curate _____

☐ Family Minister _____

☐ Early Child. Dir. _____

☐ Sexton _____

☐ Parish Administrator _____

Facility Rental

Space	Ministry	Parishioner	External
Parish Hall	No Charge	\$50/hr 2 hr minimum	\$75/hr 4 hr minimum
Parish Hall Kitchen	No Charge	\$25/hr stand-alone or no charge if renting main space	\$50/hr stand alone or \$100 flat rate if renting main space
Parish Hall Library	No Charge	No Charge	\$25/hr
Parish Hall Parlor	No Charge	No Charge	\$25/hr
Parish Hall Makerspace Room	No Charge	No Charge	Not Available
Parish Hall Children's Chapel	No Charge	No Charge	Not Available
Office Conference Room	No Charge	No Charge	Contact Rector
Office Chapel	No Charge	No Charge	Not Available
Early Childhood Building	No Charge	Not Available	Not Available
Big Playgournd with Parish Hall Bathrooms	No Charge	Facility Host fee and suggested donation of \$100 for 3 hours	\$200 for 3 hours
Sanctuary	No Charge	Contact Rector	Contact Rector
Facility Host for all events including 1 hour for cleaning		\$20/hr	\$25/hr
Childcare must be schedule with ECD			
1-8 children	\$35/hr	\$35/hr	Contact Rector
9-16 children	\$50/hr	\$50/hr	
16-24 children	\$65/hr	\$65/hr	