

St. Martin Church Facility Use Guidelines



Welcome: Thank you for your interest in The Evangelical Lutheran Church of St. Martin, the oldest Lutheran church building still standing in the state of Texas. St. Martin's went through a complete renovation in 2011. Volunteers take care of this historic building and its grounds and manage the business of the church and cemetery. This property is under the ownership of St. Paul Lutheran Church (SPLC) located at 181 South Santa Clara Avenue in New Braunfels (contact 830-625-9191 or info@nbstpaul.org).

Rental Policy:

St. Martin is available for use/rent to Christian groups/organizations. The St. Martin Committee reviews all requests for use of facilities.

Using the standard SPLC Application for Use of Church Facilities form, submit a request to St. Paul Lutheran Church, attention St. Martin Committee, at least three weeks prior to the event. State the event's name, the purpose of the event, the number attending, and whether the front grounds and/or church is needed.

Guidelines:

- One day's rental for a five-hour time block is \$200.
- Additional charge for use beyond stated time is \$25 per quarter hour.
- All renters incur a \$100 fee for a Facility Host to open, prepare, attend event, and secure buildings on the premises at conclusion of event.
- Due to the historic importance of this building, a security deposit of \$200 will be required at least three weeks prior to the event. Receipt of this deposit confirms the event on the church calendar.
- Upon approved inspection of the property after the event, the deposit will be mailed within ten business days after the event.
- The church building is for a marriage ceremony, baptism, or renewal of vows. The church building is not to be used as a reception site.
- Cars may not be parked inside the fenced area.
- No smoking is permitted within the fenced area surrounding church and cemetery.
- No alcoholic beverages are permitted within the fenced area.
- With written approval, specified vehicle/s may be driven through the double gate for specified purposes. RVs will not fit due to the archway over the gate.
- There are no trash cans on the premises; therefore, all trash must be hauled away by renters.
- All floors must be broom swept at the conclusion of activity.
- The cemetery may only be used for interments.
- The use of open flames (i.e. candles) must be approved for both inside and outside the church.
- All items needing electrical energy must be listed in the request. The building is not temperature controlled; therefore, any portable heating or cooling equipment is the responsibility of the user, and the type and use of such equipment must be approved in advance by the Church Administrator. The maximum amperage for the building is 60 amps. If there is no other electrical equipment used, this should handle four heaters or four portable 110 volt air conditioners. St. Martin has four portable air conditioners and three portable heaters. If these are serviceable, they may be used on request. However, the responsibility of temperature control remains with the user.
- No animals are permitted inside the church or on the grounds except service animals unless special permission is obtained in advance from the Church Administrator.

- Nothing may be affixed to the walls or hung from any of the light fixtures or fans. Nails or any type of tape may not be used on the walls or door.
- Maximum occupancy is 80 people inside the church building, in accordance with the Fire Marshall's direction.
- If there is any damage, the user will incur all costs to repair. For every Sunday the church cannot be used due to damage repair, there is a charge of \$100 per Sunday.
- With permission, grills may be set up on the ground (not the sidewalk) 100 feet away from the buildings.
- Canopies may be used to serve and eat food outside. A drawing of canopy placement must be submitted to the SPLC office within ten business days of the event.
- Throwing of rice or confetti is prohibited. Party poppers and sparklers are also prohibited. Birdseed or bubbles may be thrown/blown outdoors. The St. Martin Committee will consider special requests for items to be used at the bride and groom's departure.

Weddings:

The St. Paul Lutheran Church, owner of St. Martin Church and Hortontown Cemetery, supports all Christian marriages of a husband and wife by a Christian pastor. To be considered for a marriage at St. Martin Church, we ask the couples interested in marriage to verify active participation (active is defined as attending worship services as least once a month) in a Christian church. To do so, please provide a letter from your place of worship to be submitted with your rental request.

If not currently active in a Christian church, St. Paul Lutheran Church invites all to join its new member classes for lessons in building a life together enriched by God. Please contact the church office at 830-625-9191 for further information.

The St. Martin Committee at St. Paul Lutheran Church will consider requests for Christian marriage held at St. Martin Church. For more information, read the Wedding Guideline brochure provided by St. Paul Lutheran Church. It is available online at www.nbstpaul.org or in the St. Paul church office at 181 South Santa Clara Avenue.

Additional Information:

St. Martin Church does not have mail service and any correspondence should be made through St. Paul Lutheran Church, 181 South Santa Clara Avenue, New Braunfels, TX 78130, Attention: St. Martin Committee. All phone calls are welcome. Please call St. Paul Lutheran Church at 830-625-9191 or email info@nbstpaul.org and ask for the St. Martin Committee chairman.

Application for Use of St. Martin Church



1. Circle type of event: Marriage.....go to item #3
 Renewal of vows.....go to item #4

2. Date requested: _____ Time requested: _____

3. Information for a Marriage Ceremony

Bride's name: _____

Groom's name: _____

Bride's address: _____

Groom's address: _____

Bride's email address: _____

Groom's email address: _____

Bride's phone: _____

Groom's phone: _____

Rehearsal (optional) Date: _____ (No additional fee is required.)

Time: _____

Number of wedding guests: _____

List additional electrical appliances to be used during the event: _____

Church affiliation: _____

Officiating pastor: _____

Name of Pastor's church: _____

Church address: _____

Obtain a copy of Church Attendance Validation letter and mail to:

St. Paul Lutheran Church
181 South Santa Clara Avenue
New Braunfels, Texas 78130
Attention: St. Martin Committee

Upon receipt of the Church Attendance Validation letter and the \$200 deposit (at least three weeks prior to the event), the St. Martin Committee will review the application for use. If accepted, both bride and groom will be called and emailed.

The building rental fee of \$200 and the facility host fee of \$100 are also required.
Final payment must be paid 10 business days before the event.

For Church Use Only:

Date deposit received: _____

Check Number: _____

Date Church Attendance Letter received: _____

Date couple notified: _____

Date final payment is due: _____

Date final payment is received: _____

4. Information for Renewal of Vows

Wife's name: _____
Husband's name: _____
Couple's address: _____
Wife's email address: _____
Husband's email address: _____
Wife's phone: _____
Husband's phone: _____

Rehearsal day (optional): _____ Rehearsal time: _____

Number of guests: _____

Church affiliation: _____
Officiating pastor: _____
Name of Pastor's church: _____
Church address: _____

Obtain a copy of church attendance validation. Mail this letter to
St. Paul Lutheran Church
181 South Santa Clara Avenue
New Braunfels, Texas 78130
Attention: Patti MacDonald, St. Martin Church

Deposit of \$200 at least three weeks before the renewal of vows. This will not be cashed until the attendance letter from church has been received. Once the letter is received the St. Martin Committee will review the request to use Martin Church. If accepted, both husband and wife will be called and emailed. Please read the St. Martin Church Reservation Policy for return of deposit after the renewal of vows ceremony.

Date deposit received: _____ Check Number: _____
Date Church Attendance Letter received: _____ Date couple notified: _____

Final payment must be paid 10 business days before the renewal of vows. The building rental fee of \$200 and the facility host fee of \$100 are also required.

Date final payment is due: _____
Date final payment is received: _____

List additional electrical appliances to be used during the event: _____

For Church Use Only:

Date deposit received: _____ Check Number: _____
Date Church Attendance Letter received: _____ Date couple notified: _____

Date final payment is due: _____
Date final payment is received: _____

CHURCH FACILITY USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of St. Martin Church, a property of St. Paul Lutheran Church, New Braunfels, Texas (hereafter the "Church") on the date(s) and for the purpose (hereafter referred to as the "Activity") as stated in the application.

I/We understand and agree that neither the Church, nor its trustees, employees, agents, and/or representatives may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all equipment and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release as well as the St. Martin Facility Use Guidelines by reading all before I/we are signing.

I/We have executed this Church Facility Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

Applicant Couple

St. Paul Lutheran Church

By:
Wife's Signature _____

By:
Signature _____

Husband's Signature: _____

Title: _____