

SALADO HISTORICAL SOCIETY HISTORIC 1908 CHURCH

USAGE AGREEMENT APPROVED APRIL 6, 2026

The historic 1908 Church is available for community events with a usage fee paid to the Salado Historical Society (SHS) to cover building expenses and utilities. Use of the church is at the discretion of the SHS board. This agreement is made between SHS and the undersigned User(s).

STIPULATIONS

1. **User Responsibility.** User is responsible for all set up, tear down, and clean up, and must leave the facility in the condition it was found.
2. **Compliance with Rules.** By signing, User agrees to comply with all building rules and policies.
3. **Supervision and Conduct.** User is responsible for the conduct of all guests and attendees, including minors. Sufficient adult supervision of minors is required at all times.
4. **Damage and Loss.** User accepts full responsibility for any damage to the building, furnishings, fixtures, equipment, grounds, or other property during the rental period, including damage caused by guests or attendees.
5. **Indemnification.** User agrees to indemnify and hold harmless SHS, its officers, directors and volunteers from any claims, losses, liabilities, or expenses arising from the User's use of the facility.
6. **Security Deposit.** A refundable security deposit of \$100 is required upon signing. The deposit will be returned within 7 days if there is no damage, excessive cleaning, or breach of contract.
7. **Emergencies.** A fire extinguisher is located in the great room near the kitchen entry. In case of an emergency, the door on the south side of the great room (i.e., door closest to the fire extinguisher) and the break room door should be used in case of an emergency. User is responsible for familiarizing attendees with emergency exits and the location of the fire extinguisher.
8. **Prohibited Activities.**
 - No commercial sales.
 - No parking on grass or walkways.
 - No nails, tacks or push pins in the walls.
 - Do not remove quilts on walls.
 - No alcohol or illegal substances [property is on school grounds].
 - No smoking, vaping or chewing tobacco.
 - No firearms or weapons.
 - No amplified music without prior written approval.
 - No portable heating/cooling devices.
 - No open flames or candles.
 - No confetti, rice or similar items inside or outside the building.
 - No pets (except service animals).

9. **Use of Caterers and Outside Vendors.** Permitted provided vendors do not park on the grass or walkways.
10. **Consequences of Rule Violation.** If rules are violated, SHS reserves the right to terminate the event, retain the deposit and collect additional fees in the event of damages.
11. **Right of Entry.** SHS representatives reserve the right to enter the facility during the event to ensure compliance with this Agreement.
12. **Amendments.** This Agreement may only be amended in writing, signed by both User and SHS.
13. **Force Majeure.** Neither party shall be liable for failure to perform its obligations under this Agreement due to events beyond reasonable control, including Acts of God, war, government regulations, public health emergencies or disasters.

PAYMENT OF FEES

Full payment of the security deposit is due when the Agreement is signed. User may choose to either pay the usage fee: (1) when the Agreement is signed; or, (2) within seven (7) days after the event. Additional fees may be assessed for damages, excessive cleaning, or overtime use. User agrees to reimburse SHS for all repair or replacement costs.

Payment should be sent to the Salado Historical Society, P.O. Box 251, Salado, TX 76571.

CANCELLATION POLICY

A 24-hour written cancellation notice is required for a refund of the deposit and any usage fees paid in advance.

Notice of cancellation must be sent by e-mail to the saladotxhistoricalsociety@gmail.com.

FACILITY INFORMATION

- **Hours:** 8 A.M. – 9 P.M.
- **Maximum Capacity:** 52
- **Facility Usage Fees** (note: for SHS member pricing, the member must be present for the entirety of the event).:
 - 2 hours = \$75 or \$50 for *members*
 - 4 hours = \$150 or \$125 for *members*
 - All Day = \$250 or \$225 for *members*
- **Available Equipment:** 52 folding chairs, 8 tables, microwave, refrigerator (no stove).
- **Trash:** All trash must be removed and disposed of in the dumpster near the Community Garden northeast of the parking lot.
- **Parking:** An ADA-accessible ramp and entrance is available.
- **Upon Departure:** Turn off all lights and ceiling fans, lock doors, and place key on break room counter.

**SALADO HISTORICAL SOCIETY
HISTORIC 1908 CHURCH FACILITY
USAGE AGREEMENT**

Date of Event _____ Type of event: _____

Hours of Event _____ Security Deposit: \$100 paid _____ [✓]

Facility Usage fee \$ _____ Paid in full _____ [✓]

24-hour cancellation payment returned to Use \$ _____ [✓]

Additional fee Assessment for damages or cleaning, if applicable: \$ _____

I/WE HEREBY AGREE TO ADHERE TO THE TERMS AND STIPULATIONS AS SET FORTH IN THE SHS
HISTORIC 1908 CHURCH FACILITY USAGE AGREEMENT FOR USE OF THE BUILDING.

User #1 Signature _____

User #2 Signature _____

User contact phone number(s) _____

User E-mail address: _____

SHS authorized signature _____ Date _____

FOR KEY PICK-UP OR BUILDING QUESTIONS, PLEASE CONTACT PAT SUGGS AT 713-819-4113.