

**SAINT MARK AME CHURCH**  
**BEREAVEMENT MINISTRY**

**11/09/2017**

**A Guide for Funeral Procedures**

**Things the Family Must Do**

This guide is written by Saint Mark to make available to all our members the services of the church and its procedures during grief.

*“Bear ye one another’s burdens and so fulfill the law of Christ” – Ephesians 6:2*

**Preliminary Statements**

1. The Christian Funeral is never a program. It is a Christian Service of worship. Through the funeral, the church family joins the bereaved in their grief to help them bear it and lift praises to God for the life He let them share. The worshippers also give thanks to God that death is overcome in Christ our Lord.
2. The purpose of the Christian Funeral is three (3) fold:
  - To comfort the bereaved
  - To eulogize the deceased
  - To preach the gospel of eternal life through Jesus Christ. (it is permissible to challenge the unbelieving to make their peace with God)
3. The function of the Church family is to make available its facilities and services to the bereaved as defined by policy and adopted by the church. These include:
  - Use of the sanctuary for the funeral. We encourage this as most appropriate.
  - Aid in preparing the order of service and conducting it.
  - Such services as the zone team can supply through its ministers, leaders and members, (i.e. answering the phone)
  - Counseling with the family during grief

**A. Specific Guidelines**

When the tragedy of death strikes our loved one, we may be stunned by its far-reaching effects. To demonstrate most effectively our empathy, support and comfort, to avoid duplication and confusion and to let our faith speak through orderly actions, we set forth the following **Specific Guidelines**:

1. When death occurs, inform the Pastor or the Church Receptionist as soon as possible by calling the Church Office (407) 422-6941. Leave a message if the phone is not immediately answered and the church will get back to you.
2. *The Church will confirm* that the deceased was an active member and contact the Cluster Minister to which the deceased was assigned. An “active member” at Saint Mark is one who has consistently, over the past 3 consecutive years, attended Sunday worship services and made financial donations to Saint Mark. The only exceptions will be members who are on the Saint Mark sick and shut-in list.
3. The Cluster Minister will reach out to the family for prayer, counseling and to assist the family in scheduling the funeral and interfacing with the Saint Mark administration team to finalize funeral services at the church.
4. The Cluster Minister will work with the family and the Church Receptionist to confirm a date, time, and place for the funeral service.
5. The Church Receptionist shall notify the Pastor, Ministerial Staff, Steward Board, Administrative Staff, Trustee Board, Missionary Department Chair of the date, time, and place of funeral
6. The order of service template is included in this guide (Exhibit 1). The Cluster Minister will work with the family to select the songs from the approved hymn book in the Church Office.
7. The established order of service may not be altered without the approval of the Pastor or those acting in his/her stead.
8. **Under no circumstances should the funeral time be set without consulting the Pastor or those acting in his/her stead.**
9. Funeral Services will not be scheduled on the Saturday before Resurrection Sunday (Easter).
10. In situations where the deceased is not a member or when the family prefers to use the facilities of Saint Mark beyond the Sanctuary for the wake or family repast, please use the facility rental request form (Exhibit 2) and work with the Church Receptionist to make the necessary arrangements.

## **B. General Procedure**

1. The body of the deceased shall lie in state one (1) hour before service for viewing by friends. We encourage the family to use this time for the family hour.
2. The body is not viewed after the family enters and is seated. At this point the casket is closed eternally.
3. No one shall appear in the order of service except those designated on the printed order of service, unless requested by the family.
4. When there are questions about our policy, call the Church Office.
5. For officers and members of Saint Mark:
  - **Do not** make the wake a festival

- **Do not** keep the family up all night after the wake
  - **Do not** forget to pray for and visit the family after the funeral
  - **Do** pray as you serve the bereaved family
  - **Do** respect the family and home as your own
  - **Do** remember that you represent the Risen Christ and His Church
6. The obituary may include:
- Name, date, place of birth and parents' names of deceased
  - Time and place of Christian confession
  - When and to whom married (if married)
  - Children's names born of the union (if any)
  - Outstanding achievements (if desired)
  - Those left to rejoice in the memory of the deceased
  - A brief poem or stanza of a poem of comfort to be inserted at the end of the order of service.

### **C. Things the Family Must Do When Death Comes**

The suggestions listed below are made available with hope and prayer that they will serve to help lighten the load and anxiety during grief. We want you to avoid having the feeling that you may have overlooked something. We believe that we have touched all the essentials. (Please let us know if your experience tells you that we have forgotten something).

#### **• Initially**

1. Remember to contact the Church Office or Pastor immediately. You may want to contact out-of-town family members as well.
2. Unfortunately, even during this time, someone must attend to business. Pray for strength and composure to face the ordeal before you.
3. Select a mortician and arrange for next of kin to sign proper forms releasing the body from the hospital or place of custody. If death occurs at home, contact local law enforcement (police/sheriff). A physician must pronounce the person dead before the body is moved.

#### **• Before You Visit the Mortician**

4. Decide on the date and time for funeral and family hour if desired in consultation with the Pastor. This can be done on the phone.
5. Determine your budget for the funeral and sources of paying funeral costs.
6. Determine the number of death certificates needed. The Mortician can secure these for you at a nominal cost. Most insurance companies require an original death certificate for each policy held by the deceased. Banks, pensions and mortgage companies may also require death certificates to transfer funds or properties. It is much better to get all you need at the time of death rather than later.

7. Decide how you want the deceased to be dressed and be prepared to take these clothes as well as under garments and socks (for male) or pantyhose (for female) to the mortician upon their request. Shoes are used only in the case of full view caskets.
8. If you want the order of service printed with a picture of the deceased, select a small glossy or a compatible digital file for the Printing Company to use. Printing costs must be borne by the family.
9. Be prepared to instruct the mortician on hair style, make-up and any other special requests regarding preparation of the body. The mortician will have a private viewing for you before the public is admitted to assure your satisfaction.
10. Take insurance policies, social security number or pension claim number to mortician that will be used to cover funeral costs. The mortician is qualified to assist with securing funds from these sources if required.
11. Decide on the number of cars you wish to rent and the order of seating, if possible. Next of kin closest to the hearse.
12. If possible, select the cemetery also.
13. You may want to select a spokesperson to represent the family when you visit the mortician.
14. Arrange for someone to be at the home of the deceased when you are away to answer the phone and give information to callers. Be sure these persons have correct information.
15. Contact out-of-town family members with the details of time and date for the funeral service.

- **At the Mortician**

16. Arrange the business details and select the casket
17. Make the final decision on cemetery and funeral details. Keep in touch with your church. Stay within your budget

*"Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the works of the Lord, forasmuch as ye know that your labor is not in vain in the Lord."* I Corinthians 15:58  
KJV

**Exhibit 1**

**ORDER OF SERVICE**

Presiding Pastor, Officiant's Name

**The Prelude**

**The Processional .....Ministers, Pallbearers, and Family**

**The Hymn of Comfort.....The Choir and Congregation**

**The Prayer of Consolation.....**

**The Liturgy of The Word**

**Old Testament - \_\_\_\_\_(Passage)\_\_\_\_\_ (Reader)\_\_\_\_\_**

**New Testament - \_\_\_\_\_(Passage)\_\_\_\_\_ (Reader)\_\_\_\_\_**

**The Solo or Selection by the Choir.....**

**Obituary (Read in Silence).....**

**The Remarks (No more than 3 people total, 3 minutes each).....**

**The Acknowledgement (This can be done by anyone you desire).....**

**The Solo or Selection by the Choir.....**

**The Eulogy (This can be done by anyone you desire).....**

**\*\*The Hymn of Assurance.....The Choir and Congregation**

**"My Faith Looks Up to Thee" #415 tune Olivet (optional)**

**The Recessional.....Ministers, Pallbearers, and Family**

**The Internment.....**

**\*\*All Standing**

**Exhibit 2**

**SAINT MARK AME CHURCH**

**FACILITY USE AGREEMENT**

**11/09/2017**

This agreement between Saint Mark AME Church and the below named party (renter) sets the terms and conditions for use of the listed facilities on the date and time frame stated.

NAME OF GROUP OR EVENT: \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME OR OFFICE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PROOF OF IDENTITY: \_\_\_\_ Driver's License \_\_\_\_ Passport \_\_\_\_ Voter Registration \_\_\_\_ Other

**FACILITIES INCLUDED IN RENTAL**

\_\_\_\_ SANCTUARY \_\_\_\_ W/ SOUND ENGINEER \_\_\_\_ FELLOWSHIP HALL \_\_\_\_ GYMNASIUM

EVENT DATE: \_\_\_\_\_ DAY OF THE WEEK: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_ NUMBER OF ATTENDEES EXPECTED: \_\_\_\_\_

RECURRING EVENT: \_\_\_\_\_ (Y/N) IF YES, RECURRENCE PATTERN (I.E. WEEKLY/MONTHLY) \_\_\_\_\_

EVENT COORDINATOR/PLANNER (if applicable): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY SAINT MARK AME STAFF:

BASE FEE: \$ \_\_\_\_\_ ADDITIONAL ITEMS: \$ \_\_\_\_\_

ADDITIONAL HOURS: \_\_\_\_\_ HOURS @ \$ \_\_\_\_\_ TOTAL RENTAL FEE: \$ \_\_\_\_\_

DAMAGE DEPOSIT: \$ \_\_\_\_\_ FINAL PAYMENT: \$ \_\_\_\_\_

FINAL PAYMENT DUE DATE: \_\_\_\_\_ AMOUNT RETURNED TO RENTER: \$ \_\_\_\_\_

RENTAL NOTES: \_\_\_\_\_

## SAINT MARK AME FACILITY RENTAL RATE SCHEDULE

### 4 HOURS OR LESS

11/09/2017

<u>FACILITY</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
SANCTUARY	FREE	FREE
WITH SOUND ENGINEER*	FREE	\$250.00
CUSTODIAN**	FREE	\$200.00
FELLOWSHIP HALL	FREE	\$500.00
GYMNASIUM	FREE	\$750.00
DAMAGE DEPOSIT	FREE	\$250.00
WAKE/VIEWING	FREE	\$250.00
REPAST	FREE	ARRANGE & PAY

*\*A Sound Engineer is strongly recommended if you want to play CD's or other digital recordings through the sanctuary sound system. A Sound Engineer will also be required if an ensemble or a choir is going to be singing or if the musicians require a sound check before playing. Without a Sound Engineer, the user will be restricted to a couple of handheld microphones and a podium microphone.*

*\*\*A custodial fee is required for non-members to use any of the facilities*

## TERMS AND CONDITIONS

**PAYMENT SCHEDULE AND DAMAGE DEPOSIT:** Renter hereby agrees to pay the Total Rental Fee and Damage Deposit and other applicable fees in accordance with the payment schedule shown in Exhibit 2 and the Terms and Conditions of this agreement. The Damage Deposit will be returned if no damage to the facility and no violations of this agreement have occurred during RENTER'S period of use.

**LATE PAYMENTS:** Payments must be made by 5:00 PM on the due date. A payment will be considered late after that time. A ten percent (10%) surcharge on the amount owed will be levied on any late payment up to 2 business days after the due date. Any payment made after the grace period of 2 business days will be treated as a cancellation and the rules applying thereto will be followed.

**AUTHORIZED REPRESENTATIVE(S):** RENTER may name one or two persons to act as RENTER'S authorized representative in matters related to this Agreement, such as to make changes to rental details, cancel an event, and conduct pre-event or post-event walkthrough inspections. Any action taken by an authorized representative shall be treated the same as if taken by the RENTER. Authorized representatives may be added or deleted by the renter at any time.

**NATURE OF EVENT:** Any event that includes protests, political activities, or other controversial subject matter must be described in the section titled "RENTAL NOTES" and be approved by Saint Mark. At Saint Mark's sole discretion, a group may be asked to submit written details of their organization, a description of the event, the number of guests expected, and any special needs or requirements after the Agreement has been executed. If such information is not disclosed and approved at least five (5) days prior to the event date, Saint Mark has the authority to cancel the event with no refund or prorating of fees. Courtesy and safety are mandatory. Saint Mark reserves the right to deem any activity inappropriate in any of its facilities. **Failure to fully disclose the nature of an event may result in loss of the Damage Deposit.**

**COMPLIANCE:** RENTER shall comply with all federal, state and local statutes, rules, regulations and ordinances, federal and state constitutions, and the orders and decrees of lawful authorities having jurisdiction over the matter at issue (collectively, "Laws") in the use of the facilities.

**NOISE ORDINANCE:** RENTER shall comply with the City of Orlando noise ordinance which is complaint driven. RENTER and RENTER's use of the included facilities are subject to the terms of this ordinance. RENTER may be asked to turn down the volume or cease any activity found to violate the ordinance. A copy of the ordinance is available for reference and download. RENTER must inform DJ or any live



entertainment provider of the city noise ordinance. Any music performed or played outside requires written approval of the city.

**RENTAL PERIOD:** RENTER will have a definite time schedule to begin and end activities. This schedule must be closely followed. If the RENTER's time runs beyond and over the contracted amount, an hourly fee will be deducted from the Damage Deposit; such charges will be in whole hours. If the RENTER's time overrun causes a delay for the next renter, a fee double that of the normal hourly fee will be deducted from the RENTER's Damage Deposit prior to refund.

**ARRIVAL TIME:** RENTER and RENTER's representatives and/or vendors may not enter the facility until the start of the paid reservation period, as stated above. RENTER must adjust the rental period to approximately include the time for setup and preparation prior to the event start time. Deliveries, setup and cleanup all must occur within the rental time stated above. Additional time outside of the rental period may be available for an additional fee. RENTER must also arrange with the caterer, the responsibility for the conduct of all parties in the facility prior to the above-stated rental period; otherwise, all deliveries and set-ups must occur during the rental period. **No persons can enter the facilities prior to the caterer's arrival at the facility before the start of the above-stated rental period.**

**DELIVERIES AND PICKUPS:** Renter may not schedule any deliveries outside of the rental time and all deliveries must be signed for by RENTER or RENTER's authorized representative. Saint Mark staff is not allowed to accept or sign for any deliveries and cannot be held responsible in any way for directing deliveries to specific locations. Items cannot be left in the facility after the event and must be removed prior to vacating the facility. Due to limited space and the need to prepare for subsequent events, storage for rented equipment is not permitted before or after any event. Items left at the facility may result in RENTER being charged for additional time.

**TEMPORARY STRUCTURES:** If RENTER plans to use portable toilets, concession stands, tents, arbors, stages, trailers, inflatables, dunk tanks, etc., RENTER must inform the City of Orlando and receive written permission from the City of Orlando at least 30 days prior to the RENTER's planned event. Renter may be required to provide a certificate of insurance naming Saint Mark AME Church as an additional insured for certain structures and obtain additional permits from the City of Orlando. Temporary structures that pose a risk to underground sprinklers, utility lines, electrical lines will be not be permitted unless a planned layout approved by the City of Orlando is submitted 10 days prior to the event. The delivery, installation, and removal of temporary structures must occur within the rental time unless prior arrangements have been made with Saint Mark AME Church.

**SECURITY:** Saint Mark shall not be liable for the safety and/or security of any property belonging to RENTER, caterers, vendors, guests, or persons participating in the use of the property with RENTER. Saint Mark will not provide security services for RENTER event. If RENTER desires to have event security, Saint Mark can provide contact information for the City of Orlando Police Department. Saint Mark reserves the right to require law enforcement presence at an additional cost to the RENTER for any event at Saint Mark's sole discretion. Security arrangements must be made prior to the Final Rental Payment. Regardless of whether formal security officers are on site, profanity and fighting are unacceptable behavior that may result in expulsion from the facility No illegal drugs will be permitted on the premises.

**EVENT SUPERVISION:** Saint Mark staff will be assigned to oversee event activities and shall have complete authority over the facility, all equipment, participants, vendors, guests and activities, including the authority to require changes in activities or cessation of activities. RENTER or RENTER's authorized representative must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with Saint Mark staff.

**SUPERVISION OF MINORS:** Groups composed of minors shall be supervised by at least one adult who is 21 years of age or older for every 15 minors present. Minors must remain in rented facility space(s) and shall not be allowed to roam unsupervised throughout the facility.

**FOOD AND BEVERAGES:** RENTER is responsible for all setup, serving, and cleanup of food and beverages; all these activities must occur during the rental period. Saint Mark must be informed no less than ten (10) days prior to the rental period if RENTER plans to serve any non-catered food or conduct outdoor grilling. Food cooking is to be done off-site, with the exception of outdoor grilling, which must be approved in advance of the event. Facility kitchens only provide for the distribution of food. Some facility kitchens will provide for warming and cooling of foods. Combustion -based food warmers using Sterno ™ and other fuels may be used under supervision.

**SERVING ALCOHOL:** Due to our proximity to Saint Mark's sanctuary, the serving of alcohol by the RENTER is not permitted. Furthermore, to reduce the risk of loss from red dye stains, the serving of fruit punch is also discouraged.

**AUDIO VISUAL EQUIPMENT:** If RENTER plans to use audio visual equipment in the sanctuary, the RENTER will be required to notify Saint Mark to arrange for a sound engineer at the specified rate to assist with audio visual activities during the event. The RENTER will schedule a test time before the event with the sound engineer to confirm that audio visual needs will be met. **RENTER is responsible for all program sources, connecting cords, and accessories.**

**DECORATIONS:** Rice (including puffed rice or biodegradable rice), birdseed, natural flower petals, confetti, glitter or other similar materials (i.e. loose objects such as pearls, crystals, rhinestones, etc.) may not be used inside or outside the facility. Bubbles are only permitted outside. Decorations may not be fixed on the windows, window coverings, walls, doors, chairs or painted surfaces and may not be hung from the ceiling. Nothing can be attached to the building exterior without approval from the Saint Mark staff. Fog machines, dry ice, open flames, or laser lights potentially damaging to human eyesight are not permitted. Silk flower petals, however, are permitted.

**CANDLES AND SPARKLERS:** **No unity or tapered candles are permitted for use inside any building. No Chinese lanterns, hot-air balloons, helium balloons or similar items can be released outdoors.** Candles are permitted inside all covered facilities provided the flame is enclosed in glass (such as votives and hurricane lamps) and the wick is at least one inch below the top of the enclosing glass or the candles are floating in a non-flammable liquid. No handheld candles are permitted inside of any facility. Sparklers are permitted outside of facilities. However, sparklers must not be thrown and they must be discarded in a bucket of water or sand provided by the RENTER.

**CHEWING GUM:** Chewing gum of all types is prohibited inside or outside of all facilities or surrounding areas.

**SMOKING:** Smoking of tobacco and other products, including cigarette substitutes, is prohibited inside or outside all buildings. Additional regulations may apply.

**ANIMALS:** Animals, except for documented service animals, are not allowed in any rented facility unless prior approval is obtained from Saint Mark.

**FIRE ALARM:** If the facility fire alarm causes the Fire Department to be summoned, and it is determined that RENTER or his/her vendor and or guest was the cause, the full cost associated with the Fire Department services will be deducted from the Damage Deposit. If this cost exceeds the amount of the Damage Deposit, then RENTER will be billed for the remaining cost of these services.

**RESPONSIBILITIES:** RENTER must leave the rented facility clean and in good repair. This includes, but is not limited to, trash being picked up, decorations and equipment be removed. RENTER will be billed and shall be responsible for costs of any additional cleaning or repairs that may be required due to its usage of the rented facility. RENTER is responsible for the conduct of participants, workers, volunteers, invitees, and guests while using the rented facility. RENTER must report to Saint Mark staff any accidents, injuries, or incidents that may occur while RENTER is occupying and using the rented facility pursuant to the terms and conditions set forth in this agreement.

**POST EVENT INSPECTION:** When the RENTER's event is concluded, a walk-through of the facility with Saint Mark Staff will be conducted and a Post-Event Checklist will be completed. Tables and chairs must be cleared of all linens, covers, dishes, decorations, etc. All items brought into the facility by RENTER or RENTER's vendors must be removed by the end of the rental period. Saint Mark is not responsible for any materials left behind. Waste and other paper products must be placed in receptacles provided; Saint Mark will provide additional trash liners if needed. The kitchen areas must be thoroughly cleaned and returned to their original levels of cleanliness; including all work areas, ovens, refrigerators, sinks and floors. Supplies needed to clean the kitchen areas will be provided by Saint Mark. The facility shall be relatively free of debris, spills or stains. If excess trash, food, or stains are found on the floor, all or part of the Damage Deposit will be withheld to cover the cost of the extra cleanup. The rental period must include ALL time needed by RENTER and RENTER's vendors for cleanup and removal of all materials that are not Saint Mark property.

**DISCLAIMER, LIABILITY LIMITATION AND INDEMNIFICATION:** RENTER waives Saint Mark's liability for any use of the rented facilities. RENTER hereby agrees that the use of Saint Mark's services and facilities is at RENTER's own risk. As a condition of RENTER's use of such services and facilities, RENTER, and its successors, heirs, and assigns expressly agree to forever discharge, waive, and release Saint Mark, its legislative body, staff, agents, employees, volunteers, members and/or independent contractors and their heirs, successors, and assigns from any and all claims, demands, injuries, damages, actions, or courses of action, and from all acts of active or passive negligence on the part of Saint Mark, its legislative body, staff, agents, employees, volunteers, members and/or independent contractors on account of bodily injury, mental injury, and/or property damage from any mishap, accident, loss, damage, or injury suffered by RENTER or others resulting from, connected with, or caused by the use of Saint Mark services and/or facilities, including, but not limited to, any injury resulting from mechanical defects, or failure of any equipment or devices used in such services or facilities. RENTER further agrees to defend, indemnify and hold harmless Saint Mark, its legislative body, staff, agents, employees, volunteers, members and/or independent contractors, their heirs, successors and assigns from any, and all claims, losses or liability arising from, in connection with, or caused by RENTER's use of Saint Mark's

services and facilities. Saint Mark shall not be liable for the safety and/or security of any property belonging to the renter, caterers, vendors, guests, or persons participating in the use of the property with the RENTER.

**DAMAGES AND REPAIRS:** RENTER shall conduct pre-event and post-event walk through inspections with Saint Mark staff on duty. All discrepancies are to be noted in writing on a checklist provided by Saint Mark which may include damages, missing/malfunctioning hardware, areas or surfaces not cleaned properly, etc. The cost of eliminating any issues noted after RENTER's usage will be deducted from the RENTER's Damage Deposit. RENTER may not begin event setup and none of RENTER's vendors may enter the building until the pre-event walk through has been completed. Equipment abuse is unacceptable behavior that may result in expulsion from the facility.

In the event that there is any damage, loss of equipment or keys, or other expenses incurred by Saint Mark due to the use of a facility by RENTER or its agents, vendors, or guests, RENTER agrees and acknowledges that Saint Mark may use the Damage Deposit for payment of the cost for repairs and replacements without prior approval of the RENTER. RENTER agrees to be responsible for all damages to the buildings, grounds and equipment associated with the RENTER's use of a facility. Additional charges may be imposed by Saint Mark, if damage to the facility during the RENTER's period of use negatively impacts subsequent renters' ability to use and enjoy the facility. The amount of the Damage Deposit paid hereunder is not a limit of RENTER's liability to Saint Mark for damage, loss or expense, and any claim for the same by Saint Mark that goes beyond the amount of the Damage Deposit shall be paid immediately by RENTER. If the amount of the repair or replacement, as required, exceeds the amount of the Damage Deposit, RENTER will be billed for the additional amount owed. Subsequent rentals by RENTER will not be permitted until the additional damage cost has been paid.

**GENERAL LIABILITY INSURANCE:** If RENTER's event will include the use of a caterer, entertainment group, DJ, or photographer using a photography booth, Saint Mark requires such vendors to provide a Certificate of Insurance confirming General Liability Insurance coverage with limits no less than \$1,000,000 single occurrence and \$2,000,000 aggregate for personal injury and property damage and naming Saint Mark as an additional insured party. Saint Mark may also request a copy of valid business license(s) and an indemnification agreement. Saint Mark may accept general liability insurance coverage provided by the RENTER, if such coverage clearly demonstrates that it covers all parties. Questions regarding specific requirements should be referred to Saint Mark.

**DAMAGE TO FACILITY; LOSS OF ELECTRIC POWER & OTHER UTILITIES:** Saint Mark is not responsible for electrical interruption due to acts of God, inclement weather (hurricanes, high winds, lightning, etc.), failure of equipment, loss of water or sanitary sewer service, and/or technical malfunctions due to unforeseen circumstances that may result in cancellation/postponement of the event covered by this Agreement. Saint Mark reserves the right to postpone, cancel or delay scheduled events should circumstances occur beyond Saint Mark's control. Saint Mark, acting in good faith, may cancel the event in circumstances where the rented facility becomes unsafe for its intended use. Such circumstances include, but are not limited to, natural disasters, environmental hazards, civil disturbances, and other events affecting public health and safety. In such circumstances, Saint Mark is under no obligation to refund the Rental Fee, but may do so, at its sole discretion, if another date of facility is not mutually acceptable to the parties. In all cases, Saint Mark will attempt to give RENTER reasonable notice of any cancellation or restriction in use.

**ACKNOWLEDGEMENT:** Saint Mark hereby grants RENTER permission to use the facilities indicated above, subject to the terms and conditions contained herein and attached hereto, all of which form part of this Agreement. By signing below, RENTER acknowledges receipt of, and understanding of, facility rules and regulations. RENTER acknowledges that no verbal agreement regarding the use of Saint Mark property has been made nor shall be made.

**For RENTER**

**For SAINT MARK**

\_\_\_\_\_  
Printed name of RENTER

\_\_\_\_\_  
Printed Name of Saint Mark Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

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