SANTA FE COUNTY CLERK
Facility Rental Agreement
St. John's Methodist Church

This Agreement between **Santa Fe County** (the "County"), a political subdivision of the State of New Mexico, and **St. John's Methodist Church** ("Owner"), a religious organization, is for the rental of a venue for the purpose of reserving a site or location for elections to be conducted by the Santa Fe County Clerk (collectively, the "Parties").

Whereas, the County needs to temporarily, occupy, and use the Owner's following facility as a voting location for the 2026 General Election ("Election"). For purposes of this Agreement, the location is **St. John's Methodist Church, 1200 Old Pecos Trail Santa Fe, NM 87505** ("Venue"); and

Whereas, the Owner represents that the Venue has broadband internet; and

Whereas, the Owner agrees to the County's rental, occupation, and use of the Venue on the terms and conditions stated below.

Now, therefore, the parties agree to the following terms and conditions:

1. The Owner agrees that the County Clerk will use the Venue and the County will pay the sum of $800.00 as rent no later than November 6, 2026.

2. The County Clerk will have access to and use of the venue for the purpose of **2026 General Election Day Voting** (the "Event"). As the time for the Event approaches, a staff member from the County Clerk's Office will coordinate the set up and tear down times for the County's use of the Venue. Owner will provide the items necessary to give the County Clerk access to the Venue no later than **October 30, 2026.**

3. The County's use of the Venue for the Event will be from 8:00 a.m., October 30, 2026, to November 4, 2026 (the Rental Period).

4. Owner ensures that the Venue has and the Owner will maintain broadband internet connection throughout the Rental Period to provide the County Clerk with real-time access to the County Clerk's voter registration electronic management system.

5. Within three (3) days of the expiration of the Rental Period, the County Clerk will return to the Owner all keys and other access control devices in its possession.

6. The County Clerk will remove all personal property, trash, and other items that were not present in the Venue when County Clerk was provided access to the Venue.

7. Any liability on the part of the County incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act NMSA 1978, §41-4-1, et seq., as amended. No provisions of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the County or its "public employees" at common law or under the Tort Claims Act.

8. Any disputes arising under this contract shall be adjudicated in the First Judicial District Court, Santa Fe, New Mexico.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the last signature below.

SANTA FE COUNTY

11/5/2026

Gregory S. Shaffer
Santa Fe County Manager

Date

Approved:

Katharine E. Clark
Santa Fe County Clerk

11/3/26
Date

Approved as to form:

Valerie Joe for
Walker Boyd
Santa Fe County Attorney

Date

OWNER – St. John's Methodist Church

Signature

11-01-26
Date

Print Name: Kim Rael

Title: Admin. Asst & Rental Mgr.