

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

This Agreement for the rental of a venue for the purpose of reserving a voting location for elections, and related activities, conducted by the **Santa Fe County Clerk of Santa Fe County**, is made this day by and between **St. John's Methodist Church** ("Owner") and Santa Fe County ("County"), a political subdivision of the state of New Mexico (collectively, the "Parties").

Whereas, the County Clerk desires to temporarily, occupy, and make use of the Owner's following facility as a voting location for the 2026 Primary Election: **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 such rental, occupation, and use of the Venue in consideration of certain payments and covenants herein enumerated.

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

1. The County shall pay to the Owner the sum of \$800.00 no later than **June 5, 2026**, for rental of the Venue.
2. The County Clerk's Office shall have access to and use of the Venue from May 29, 2026, until June 5, 2026,^{see note} for the purpose of **2026 Primary Election Day Voting** (the Event). As the Event approaches, a staff member from County Clerk's Office will coordinate the exact set up and tear down times. Owner shall provide to the County Clerk's Office all keys, access control codes, and other items necessary to give the County Clerk access to the Venue no later than **May 29, 2026**.
3. **Owner shall ensure that the Venue shall maintain broadband internet connection throughout the rental period which will provide the County Clerk's Office with real-time access to the voter registration electronic management system.**
4. Within three (3) days of the rental period's expiration, the County Clerk shall return to Owner all keys and other access control devices in its possession.
5. The County Clerk shall remove all personal property, trash, and other items that were not present in the Venue when the County Clerk's Office took control of it.

Ref. #2: you may deliver machines Monday the 1st of June and pick up Wednesday before 5 pm. Thank you.

6. 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 §41-4-1, et seq., NMSA 1978, 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 New Mexico Tort Claims Act.

7. 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.

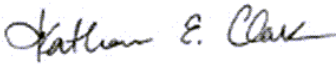
SANTA FE COUNTY



Gregory S. Shaffer
Santa Fe County Manager

5/3/2026


Date

Approved:


Katharine E. Clark
Santa Fe County Clerk

05/29/2026

Date

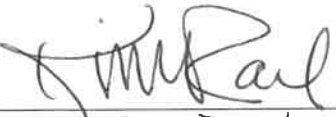
Approved as to form:
 for

Walker Boyd
Santa Fe County Attorney

4.10.26

Date

OWNER - St. John's Methodist Church



Name: Kim Rael
Title: Rental Mgr. & Adm Asst.

04/21/24

Date

BUILDING USE REQUEST

St. John's United Methodist Church

Web: www.sjumcsantafe.org Email: support@sjumcsantafe.org
 1200 Old Pecos Trail Santa Fe, NM 87505-0361 Office Phone: 505-982-5397

Todays date: _____ CONTACT _____

GROUP NAME : _____

DATE/S of USE: _____ Approx. Number in Group _____



A DEPOSIT OF 50% is required at the time of rental, Balance is due 10 days before use.

CERTIFICATE OF LIABILITY and, if applicable , **"SAFE SANCTUARY CERTIFICATES"** are to accompany this form upon return * **YOU DO NOT NEED A "BUSINESS LICENSE"** to sell at a "Fair or Market" here

Main Contact Phone _____ email: _____

Address _____

Alternate Contact Person: _____ Phone: _____

ROOM/S and charges: **SET UP FEE IS \$50 (tables, chairs) KITCHEN CLEAN-UP IS ON YOU**
No table cloths, dishes, or silverware, coffee makers are for loan, please provide your own

PLEASE DO NOT PLACE HOT CROCKPOTS/and/or portable stoves on Plastic tables

Rooms	daily/half day/hourly <small>Anything over 4.5 hours is considered a whole day</small>	capacity pre covid	kitchen access
Bell Hall	175 / 90 / 45	30	no
Chapel	260 / 150 / 50	70	no
Choir	USUSALLY not available	30	no
Conference Rm	160 / 75 / 35	20	no
Fellowship Hall	400 / 190 / 85	275	yes
Gathering Rm	350 / 175 / 50	120	yes
Library	160 / 85 / 40	15	no
Parking Lot	450 per day	n/a	n/a
Parlor	185 / 90 / 50	60	no
Sanctuary NO FOOD or drink in Sanctuary	425 / 225 / 75	400	no

NOTES:

This is our Building Request. Upon filling this out - I would then make a "contract" with whomever

NOTE: Sanctuary is not for rent to non members unless other specifics are pre approved

Note: Please respectfully use said rented space and leave it as clean as possible. **We do not have janitorial services on Fridays after 2pm, or Saturdays & Sundays. Set up may have been done for you, but you are responsible for clean up** to include stacking chairs, putting chairs and tables away. Trash needs to be left in neatly closed/tied trash bags provided. **WE HAVE CHURCH SERVICES ON SUNDAY!**



Certificate of liability:

Signature of person responsible for payment:

Print: _____

By signing this form, you and your group agree to comply with all church guidelines, rules and respect of the grounds, building, rooms, at all times

Church representative _____ date: _____

Paid: \$ _____ Bal: _____ **LIABILITY INSURANCE LINK:** <https://www.theeventhelper.com/#fbyqwp>

Rental Manager: Kim Rael : (505) 982-5397 Personal CELL PHONE in case of emergency **ONLY** (505) 795-9716

CONTACT