

# HIGHLAND PARK BAPTIST CHURCH

## Building Use Policy for Non-Church Recurring Events

*Effective February 15, 2016*

The following policies apply to all users of the facilities of Highland Park Baptist Church for non-church recurring events such as classes and group meetings. Worship and other HPBC ministry events in the life of the church have first claim on facilities. Otherwise, our facilities are available for use by members, civic and community organizations, schools, and private individuals as a service to the community. **Our facilities are not available for political organizations, or for fundraisers not related to HPBC ministries or purpose.** All groups or individuals that wish to reserve space for non-HPBC-sponsored events must agree to the following policies. Completing an event request form indicates acceptance of these policies.

### 1. Scheduling and Availability

- 1.1. HPBC staff must approve any new requests for use of the building.
- 1.2. Requests beginning before 7 a.m. or ending after 9 p.m. are unlikely to be approved.
- 1.3. Requests for Sundays before 1 p.m. are unlikely to be approved.
- 1.4. The timeframe requested must include set-up and take-down time.
- 1.5. All new requests or time/day changes must be submitted via the Event Request Form on the HPBC website at <http://www.hpbcaustin.org/> or in Appendix B of this policy.
- 1.6. In the rare event that a previously approved event must be temporarily relocated, the HPBC staff will do its best to accommodate by recommending an alternate meeting location on the HPBC campus.
- 1.7. If space for a previously approved recurring event is no longer available (as determined by HPBC staff), HPBC staff will recommend an alternate space or provide one month's notice that HPBC will no longer be able to host the recurring event.

### 2. Building Use Fees

- 2.1. Fees will be charged according to the fee table included in Appendix A of this policy and may be adjusted at the discretion of the HPBC staff.
- 2.2. An organization or the HPBC staff may request a monthly rent be established instead of being charged on a per-hour basis. HPBC staff must approve all such requests.
- 2.3. Some organizations may be eligible for free or reduced fees. This use is granted only to non-profit organizations at the discretion of the HPBC staff on a per-case basis. Offerings to cover utilities and custodial costs are gratefully accepted.
- 2.4. Fees may change at any time at the discretion of the HPBC staff. The HPBC staff will provide two weeks' notice of the change before it takes effect.
- 2.5. Fees will be paid on a monthly basis in advance of the following month's meetings unless other arrangements are made with HPBC staff. (i.e. Payment for meetings in April is due March 31.)
- 2.6. Fees may be paid by cash or check made out to Highland Park Baptist Church.
- 2.7. Fees may be mailed to 5206 Balcones Drive, Austin, TX 78731; dropped in the mail slot opposite Room #206; or delivered to the church offices during normal business hours.

### 3. Set-up and Take-down

- 3.1. Set-up and take-down by HPBC staff may be requested in certain events, but is dependent upon staff availability.
- 3.2. A set-up and take-down fee applies to all non-church events. (See Appendix A.)
- 3.3. Set-up needs should be noted on the event request form, whether set-up is provided by HPBC staff or not. This ensures we place groups in the most appropriate space.
- 3.4. Furniture may not be moved to a different room or dragged across floors.
- 3.5. All furniture must be returned to the original configuration of the room.
- 3.6. Thermostats will be scheduled so that the occupied space is a comfortable temperature. Only HPBC staff may adjust thermostats.
- 3.7. All lights must be turned off at the completion of the event, including in common areas if there is no one else in the building.

### 4. Cleaning and Building Care

- 4.1. Please leave our spaces clean. HPBC does not have 24/7 custodial care and relies on our tenants to maintain cleanliness throughout the building.
- 4.2. All trash should be bagged and taken to the dumpster in the parking lot on the west side of the building.
- 4.3. No food or drinks other than water are allowed in carpeted areas or the Sanctuary.
- 4.4. Smoking is not permitted anywhere on the HPBC campus.
- 4.5. Use only blue painter's tape to affix items to the walls temporarily. Thumbtacks, pushpins, staples, or other types of tape are not allowed.
- 4.6. Confetti, glitter, hay/straw, rice, gum, silly string, or other similarly "messy" supplies may not be used anywhere on the HPBC campus.
- 4.7. Messes should be cleaned up immediately to avoid stains or permanent damage.
- 4.8. Damages or maintenance needs should be reported as soon as possible to HPBC staff.

### 5. Security

- 5.1. A security contact must be appointed for any events taking place outside regular church business hours. This person will be issued an access card and any additional keys necessary, **and must be present for every meeting.**
- 5.2. Multiple security contacts may be provided access cards and keys if necessary.
- 5.3. All security contacts must make an appointment to be trained on the alarm system and sign a Security Agreement (see Appendix C) before keys are issued.
- 5.4. Access cards and keys may not be given to anyone other than the person who signed for them. If the organization wishes to change security contacts or add a new security contact, the new security contact must follow the steps outlined in Section 5.3.
- 5.5. A \$25 refundable key deposit is required for all access keys. The deposit will be refunded when the security contact returns all keys to the church.
- 5.6. Access cards will only be functional for a time period from one hour before to one hour after the scheduled meeting time(s). If you need to access the building at other times, you must contact the church office to be scheduled.
- 5.7. Failure to comply with the Security policies outlined here and in Appendix C may result in forfeiture of the deposit, additional fines, and/or revocation of access to the building.

## **6. Food and Drink**

- 6.1. No food or drinks other than water are allowed in carpeted areas or the Sanctuary.
- 6.2. Groups meeting in the second floor classrooms may use the common area around the sink to serve snacks and/or drinks.
- 6.3. No alcoholic beverages of any kind may be brought on to the premises.

## **7. Parking**

- 7.1. Unless expressed otherwise by HPBC staff, building use fees include the use of the parking lot.
- 7.2. Staff parking spaces, marked on the west side of the building, are reserved at all times.
- 7.3. Multiple events may be occurring in the building, so all spaces may not be available at all times. Please list any parking needs on the Event Request Form.

## **8. Rental Agreement**

- 8.1. The Event Request Form (see Appendix B.) will serve as a rental agreement between the group and the church unless a separate rental agreement is requested by the group or the HPBC staff.
- 8.2. The agreement exists on a month-to-month basis; the HPBC staff or the group may request to terminate the agreement at any time, effective the following calendar month.
- 8.3. Each agreement will be reevaluated on an annual basis by the HPBC staff, and a new event request form or agreement will be signed annually. At this time, the group must also provide updated contact information and security contacts.

## **9. Special Events**

- 9.1. In the event that a group with a regular recurring meeting at HPBC wishes to have a special event at the church outside their regular meeting time, the group must fill out an Event Request Form for a single event.
- 9.2. The policies and fees set forth in the Building Use Policy for Single Non-Church Events may be adjusted or waived for groups that have recurring meetings at HPBC at the discretion of the HPBC staff on a per-case basis.

## Appendix A. Fee Table (Non-Church Recurring Event)

*Please note that fees and room assignments are subject to HPBC staff discretion.*

AREA	COMMENTS	PRICE PER HOUR
Sanctuary	<i>Unavailable Sunday mornings</i>	\$50
Sapp Hall	<i>Unavailable Wednesday evenings</i>	\$50
Lobby / Atrium	<i>Unavailable Sundays</i>	\$30
Parlor		\$30
Choir Room	<i>At the discretion of the Worship Ministry</i>	\$30
Recreation Room	<i>At the discretion of the Associate Pastor</i>	\$30
Multi-Purpose Room	<i>At the discretion of the Associate Pastor</i>	\$25
Classroom		\$20
Burchette Room		\$20
Chapel	<i>Only available for single events</i>	<i>Unavailable *</i>

SERVICE	COMMENTS	PRICE PER HOUR
Set-up and take-down	<i>If provided by HPBC staff</i>	\$25
Cleaning fee	<i>If space is not found as it was</i>	\$25

*\* Our Chapel is not yet connected to a thermostat with scheduling capabilities. Until we are able to set a recurring schedule for the Chapel thermostat, it is available only for single events. A group with recurring meetings may request the Chapel for special events, as described in Section 9.*

**Appendix B. Event Request Form (Non-Church Recurring Event)**

Event Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Security Contact (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Day(s) and Time(s): \_\_\_\_\_

Recurring schedule: \_\_\_\_\_

*(i.e. "Every Wednesday"; alternatively, a requested schedule may be attached to this form)*

Room(s) requested: \_\_\_\_\_

Furniture set-up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set-up needed by HPBC staff?                      **Yes**                      **No**

Additional requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Fees: \_\_\_\_\_ per \_\_\_\_\_

Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_ Scheduled: \_\_\_\_\_

## Appendix C. Security Agreement

### Building Use Procedures:

1. Enter the building through the back upstairs door on the west side of the building. The access card opens the back upstairs door using the small black scanner to the right of the door. The alarm code arms and disarms the alarm system via the keypad to the inside right of the door. If the keypad is beeping when you enter the building, you will need to input your 4-digit alarm code to disarm the alarm. If the keypad is not beeping, you may just enter.
  2. At the dry erase board next to the door, please write your name or your group's name so that other groups know you are in the building. You may then proceed to your designated space.
  3. When your meeting is finished, turn off all of the lights in the space you used and lock any doors you unlocked. Then return to the security system.
  4. If there are other names still written on the board or magnets that are "IN", you may just erase your name and leave. If there are no other names on the board and all of the magnets along the left indicate "OUT", you are the last one in the building and will need to arm the alarm after erasing your name and turning out all lights, including hallway lights.
  5. To arm the alarm, check that the green checkmark is lit on the keypad. If it is not, scroll through the keypad to determine which door you must secure. The alarm will not set until you do so. Arm the alarm system by inputting your 4-digit alarm code. You will have 30 seconds to exit.
- (I) I acknowledge that I have received the keys indicated below. I agree to pay a \$25 key deposit, refundable when all keys indicated below are returned to the church.
- (II) The keys indicated below will be in my sole possession until returned to the church. I will not allow anyone else to use my keys or my alarm code, and I will immediately inform the church in the event that my keys are lost or stolen.
- (III) I have been trained on the alarm system and agree to follow all procedures outlined above. I agree to pay a \$25 fine each time I do not follow the procedures above, as evidenced by video recording. I understand that failure to pay fines may result in revocation of access to the building.
- (V) I understand that failure to follow HPBC building use policies and procedures may result in forfeiture of the Key Deposit, additional fines, or revocation of access to the building.

Security Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Keys received:  Access Card # \_\_\_\_\_  Interior Key: \_\_\_\_\_

Access time(s): \_\_\_\_\_ Alarm code: \_\_\_\_\_

\_\_\_\_\_  
HPBC Representative Date

\_\_\_\_\_  
Security Contact Date