

HIGHLAND PARK BAPTIST CHURCH

Building Use Policy for Non-Church Single Events

Effective February 15, 2016

The following policies apply to all users of the facilities of Highland Park Baptist Church for non-church single events such as concerts, ceremonies, plays, or talent shows. 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. **Please note that there is a separate wedding policy for any weddings performed at Highland Park Baptist Church.**

1. Scheduling and Availability

- 1.1. HPBC staff must approve any requests for use of the building.
- 1.2. An on-site staff person must be present for the entire event. Any times requested outside regular office hours may be denied if there is no staff available to be present.
- 1.3. Requests beginning before 7 a.m. or ending after 9 p.m. are unlikely to be approved.
- 1.4. Requests for Wednesdays after 4 p.m. or Sundays before 1 p.m. are unlikely to be approved.
- 1.5. The timeframe requested must include set-up and take-down time, unless set-up is approved to be provided by HPBC staff (see Section 3).
- 1.6. All requests must be submitted via the Event Request Form on the HPBC website at <http://www.hpbcAustin.org/> or in Appendix C of this policy.
- 1.7. In the rare event that a previously approved event must be rescheduled or relocated, the HPBC staff will do its best to accommodate by recommending an alternate location on the HPBC campus or date.

2. Building Use Fees

- 2.1. Fees will be charged according to the Fee Table included in Appendix B of this policy and may be adjusted at the discretion of the HPBC staff.
- 2.2. The Sanctuary and Atrium are provided free of charge for funerals. An offering to cover utilities and custodial costs is gratefully accepted.
- 2.3. All fees must be paid in advance of the event. Payment secures your reservation.
- 2.4. Reservations over 6 hours on a single day will be charged a maximum daily rate equivalent to 6 hours.
- 2.5. A refundable security deposit of \$200 is required for all events. The deposit will be held until the completion of the event. After the HPBC staff has verified that there is no damage to the property and the space is clean, the deposit will be returned.
- 2.6. If the event is cancelled with less than a 14 day notice, there is damage to church property, or the space is not left clean, the \$200 security deposit will not be refunded.
- 2.7. Fees may be paid by cash or check made out to Highland Park Baptist Church.
- 2.8. Fees may be mailed to 5206 Balcones Drive, Austin, TX 78731, 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, but is considered separately from the reservation itself and is dependent upon staff availability.
- 3.2. A set-up and take-down fee applies to all non-church events. (See Appendix B.)
- 3.3. Set-up needs must be noted on the event request form, whether set-up is provided by HPBC staff or not.
- 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 set to an appropriate temperature in advance of the event. Only HPBC staff may adjust thermostats.
- 3.7. All lights must be turned off at the completion of the event, including in common areas, unless otherwise specified by the on-site staff person.

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 at the completion of the event.
- 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 immediately reported to the on-site staff person. Damages in excess of the \$200 security deposit (see section 2.5) will be paid by the user.

5. Food and Drink

- 5.1. No food or drinks other than water are allowed in carpeted areas or the Sanctuary.
- 5.2. No alcoholic beverages of any kind may be brought on to the premises.
- 5.3. Use of the kitchen in Sapp Hall is prohibited. This includes caterers.
- 5.4. Catered events require the approval of the HPBC staff, proof of liability insurance, and a \$50 third-party caterer coordination fee.
- 5.5. Coffee service and a popcorn machine are available to rent. Rental and set-up of these items will incur an additional fee based on the number of servings. Please note that the popcorn machine must be cleaned after use or the security deposit will be forfeit.

6. Parking

- 6.1. Unless expressed otherwise by HPBC staff, building use fees include the use of the parking lot.
- 6.2. Staff parking spaces, marked on the west side of the building, are reserved at all times.
- 6.3. 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.

Appendix A. Location-Specific Policies

1. Sanctuary

- 1.1. Unauthorized use of the organ will result in automatic forfeit of the total security deposit.
- 1.2. Everything in the chancel area (the front area of the Sanctuary) is movable but must be moved by HPBC staff members. (See Section 3 of the policy for detailed information.) The chancel is usually set up with an altar, a piano, and risers with chairs for the choir. Please list any requested changes from this configuration on the event request form.
- 1.3. The sound and media systems in the Sanctuary are available for use by a trained HPBC system operator unless otherwise approved by the HPBC staff. An additional fee may be incurred for use of the sound and media systems.

2. Outdoor Events

- 2.1. Outdoor events may not be amplified or additionally lighted without HPBC staff approval.
- 2.2. Please respect all landscaping.
- 2.3. Building users are responsible for knowledge of and compliance with all applicable regulatory ordinances.

Appendix B. Fee Table (Non-Church Single Event)

Please note that fees are subject to HPBC staff discretion.

AREA	COMMENTS	PRICE PER HOUR
Sanctuary	<i>Separate policy for weddings</i>	\$50
Sapp Hall		\$50
Lobby / Atrium		\$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>Separate policy for weddings</i>	\$20

SERVICE	COMMENTS	PRICE PER EVENT
Set-up and take-down	<i>If provided by HPBC staff</i>	\$50
Sound technician	<i>For operation of sound and media systems</i>	\$150
Catering fee	<i>For events that have a third-party caterer</i>	\$50
Coffee service	<i>For up to 25 people</i>	\$50
	<i>For more than 25 people</i>	Ask for pricing
Popcorn machine	<i>For up to 25 people</i>	\$25
	<i>For more than 25 people</i>	Ask for pricing
Security deposit	<i>See section 2.4 for details</i>	\$200

Appendix C. Event Request Form (Non-Church Single Event)

Event: _____

Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Day-Of Contact (if different): _____

Phone: _____ Email: _____

Event Date: _____ Event Time: _____

Please include set-up & break-down

Room(s) requested: _____

Furniture set-up: _____

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

Sound system / sound tech needed? **Yes** **No**

Additional requests: _____

FOR OFFICE USE ONLY

Submitted: _____ Approved: _____ Paid: _____ Scheduled: _____