

# HIGHLAND PARK BAPTIST CHURCH

## **Building Use Policy for Weddings**

*Effective February 15, 2016*

It is our desire to join you in making your wedding as beautiful as it can be – a worship experience that will be meaningful and that will live always in your memory. To this end we are happy to offer our services and the facilities of this church to all church members and to others, in accordance with the enclosed policies.

### **1. Scheduling and Availability**

- 1.1. HPBC staff must approve any requests for use of the building.
- 1.2. Member weddings, worship, and other HPBC ministry events in the life of the church have first claim on facilities.
- 1.3. There will be no more than one wedding scheduled per weekend.
- 1.4. An on-site staff person must be present for the entire event, including the rehearsal.
- 1.5. The timeframe will span 4 hours for a ceremony, or 8 hours for a ceremony and reception hosted at HPBC. This timeframe includes set-up and clean-up.
- 1.6. A rehearsal is recommended the day before the wedding. The timeframe for a rehearsal will span two hours and is included in the fees paid for the Sanctuary or Chapel.
- 1.7. Requests must be submitted using the Wedding Request Form in Appendix B of this policy. The form may be filled out in person, faxed, or scanned and emailed.
- 1.8. In the rare event that a previously approved wedding must be rescheduled, the HPBC staff will do its best to accommodate by recommending an alternate date.

### **2. Building Use Fees**

- 2.1. Fees will be charged according to the Fee Table included in Appendix B of this policy.
- 2.2. Members must have been an active member of Highland Park Baptist Church for six months before being eligible for the member pricing.
- 2.3. A refundable security deposit of \$200 is required for all weddings.
- 2.4. If the wedding is cancelled with less than 30 days' notice, there is damage to church property, policies have not been followed, or the space is not left clean, the \$200 security deposit will not be refunded.
- 2.5. The security deposit secures your reservation. Your reservation is not complete until the Wedding Request Form and deposit have both been received and approved by the HPBC staff. A staff member will notify you of approval.
- 2.6. Fees may change at any time at the church's discretion. Fees will be charged based on the date the deposit is received.
- 2.7. Fees must be paid in full at least two weeks in advance of the wedding.
- 2.8. Fees may be paid by cash or check made out to Highland Park Baptist Church.
- 2.9. 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 A.)

- 3.3. Set-up requests must be noted on the Wedding Request Form.
- 3.4. Furniture may not be dragged across floors.
- 3.5. All furniture must be returned to the original configuration of the room.
- 3.6. Only HPBC staff may adjust thermostats. Please notify the on-site staff person if the thermostat needs to be adjusted.

#### **4. Cleaning and Building Care**

- 4.1. The custodian will clean the space(s) to be used prior to the wedding and will vacuum, sweep, and mop following the wedding. Any cleaning required beyond these duties will result in forfeiture of the security deposit (see section 2.5).
- 4.2. 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 wedding.
- 4.3. Smoking is not permitted anywhere on the HPBC campus.
- 4.4. Confetti, glitter, birdseed, hay/straw, rice, gum, silly string, or other similarly "messy" supplies may not be used anywhere on the HPBC campus. Bubbles may be used outside the church building.
- 4.5. Messes should be cleaned up immediately to avoid stains or permanent damage.
- 4.6. Damages or maintenance needs should be immediately reported to the on-site staff person. Damages in excess of the \$200 security deposit (see section 2.3) will be paid by the bride and groom.

#### **5. Ceremony**

- 5.1. Ministers of other Christian denominations are welcome to perform wedding ceremonies at HPBC according to the rites of their respective faiths and in accordance with HPBC policies. The ministers of HPBC are available to perform wedding ceremonies. Arrangements must be made directly with the minister performing the ceremony.
- 5.2. A Bridal Room is available with an adjoining women's restroom for the bride and female attendants. The groom and male attendants may find it more suitable to arrive dressed; there is room near the Sanctuary for them to gather before the ceremony.

#### **6. Flowers and Decorations**

- 6.1. Flowers must be placed where there will be no water damage or stains.
- 6.2. Decorations may not be placed on musical instruments, such as the piano or the organ.
- 6.3. Church refrigerators are unable to store flowers. Please make arrangements to have flowers delivered as close to the ceremony time as possible.
- 6.4. Real flower petals may not be used on the church flooring. Silk flower petals are recommended for flower girls.
- 6.5. Use only blue painter's tape to affix items temporarily. Thumbtacks, pushpins, staples, or other types of tape are not allowed. Pew clips are recommended for attaching decorations to the pews.
- 6.6. All precaution must be taken to see that wax does not drip on church furnishings or the floors. Dripless candles and floor coverings are recommended.
- 6.7. The custodian is not responsible for placing or removing decorations or flowers. All flowers and decorations must be placed and removed within the allotted timeframe.

## **7. Music**

- 7.1. Since the wedding is a service of worship, great care should be taken that the music selected be of a worshipful nature.
- 7.2. Use of the organ is at the discretion of the HPBC organist. Arrangements must be made directly with the organist, who will charge separately from the church. Unauthorized use of the organ will result in automatic forfeiture of the total security deposit.
- 7.3. A grand piano is available for use in the Sanctuary. Any damage to the piano will result in automatic forfeiture of the total security deposit.
- 7.4. A CD player is available as part of the sound system in the Sanctuary and in Sapp Hall. Please see section 8 for information about use of the sound system.
- 7.5. There is no piano or organ available in the Chapel.

## **8. Sound and Media Systems**

- 8.1. Included in the Sanctuary wedding fees is use of the pulpit microphone and one other handheld microphone with a stand available.
- 8.2. Included in the Sapp Hall fees is use of one microphone with a stand on the stage.
- 8.3. The full sound and media systems in the Sanctuary and Sapp Hall may only be operated by a trained HPBC sound operator. The fee for a sound operator is \$150 per event. The ceremony and reception are considered two separate events.
- 8.4. If using a sound operator, please set the requested timeframe so that there is time for a sound check prior to the ceremony. Sound operators do not attend rehearsals.
- 8.5. There is no sound or media system in the Chapel, Parlor, or Burchette Room.

## **9. Food and Drink**

- 9.1. No food or drinks other than water are allowed in carpeted areas or the Sanctuary.
- 9.2. No alcoholic beverages of any kind may be brought on to the premises.
- 9.3. Use of the kitchen in Sapp Hall is strictly limited to trained HPBC members. Caterers may not use the Sapp Hall kitchen.
- 9.4. Catered receptions require the approval of the HPBC staff, proof of liability insurance, and a \$50 third-party caterer coordination fee.
- 9.5. Outside food and drinks may be supplied for the wedding party and/or family in the Bridal room, the Parlor, or the Burchette Room without a fee.
- 9.6. 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.

## **10. Parking Lot and Outdoor Events**

- 10.1. Parking is free for all our building users. HPBC will make best efforts to inform the couple of any potential parking conflicts on the requested date.
- 10.2. Parking is available for about 135 cars.
- 10.3. Staff parking spaces, marked on the west side of the building, are reserved at all times.
- 10.4. Outdoor events may not be amplified or additionally lighted without HPBC staff approval.
- 10.5. Please respect all landscaping.
- 10.6. Building users are responsible for knowledge of and compliance with all applicable regulatory ordinances when using the parking lot for outdoor events.

## Appendix A. Fee Table (Weddings)

Please note that fees are subject to HPBC staff discretion. Weddings taking place on or around a staff holiday may incur extra fees due to holiday pay. All prices are per event unless noted.

AREA	COMMENTS	NON-MEMBER	ACTIVE MEMBER
Sanctuary	<i>Seats approximately 350 Fee includes wedding, rehearsal, and use of Bridal Room</i>	\$1,100	\$350
Chapel	<i>Seats approximately 25 Fee includes wedding, rehearsal, and use of Bridal Room</i>	\$250	\$100
Sapp Hall	<i>Seats approximately 200 Sound system available for rent Kitchen not available for use</i>	\$500	\$200
Burchette Room	<i>Seats approximately 25 Near the Chapel No sound system or kitchen</i>	\$200	\$100
Upstairs Parlor	<i>Seats approximately 30 Limited kitchen nearby No sound system</i>	\$200	\$100

SERVICE	POLICY REFERENCE	NON-MEMBER	ACTIVE MEMBER
Security deposit	<i>See section 2</i>	\$200	\$200
Set-up / take-down	<i>See sections 3.1 and 3.2</i>	\$50	\$50
Sound technician	<i>See section 8</i>	\$150 per event	\$150 per event
Catering fee	<i>See section 9.4</i>	\$50	\$50
Coffee service	<i>See section 9.6</i>	Ask for pricing	Ask for pricing
Popcorn machine	<i>See section 9.6</i>	Ask for pricing	Ask for pricing

## Appendix B. Wedding Request Form

**Bride:** \_\_\_\_\_

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

**Groom:** \_\_\_\_\_

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

**Wedding Coordinator/Planner:** \_\_\_\_\_

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

**Minister performing ceremony:** \_\_\_\_\_

Church: \_\_\_\_\_

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

Member of HPBC?  Bride  Groom  Family member: \_\_\_\_\_

Events requested:  Wedding  Rehearsal  Reception

Wedding Date: \_\_\_\_\_ Timeframe requested: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Set-up requests\*: \_\_\_\_\_

---

---

*\* Please note that there is a \$50 charge for set-up by HPBC staff.*

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

---

---

**CONTINUED ON REVERSE**

	<b>NON-MEMBER</b>	<b>ACTIVE MEMBER</b>
Sanctuary	<input type="checkbox"/> \$1,100	<input type="checkbox"/> \$350
Chapel	<input type="checkbox"/> \$250	<input type="checkbox"/> \$100
Sapp Hall	<input type="checkbox"/> \$500	<input type="checkbox"/> \$200
Burchette Room	<input type="checkbox"/> \$200	<input type="checkbox"/> \$100
Upstairs Parlor	<input type="checkbox"/> \$200	<input type="checkbox"/> \$100
Set-up / take-down	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
Sound technician	<input type="checkbox"/> \$150 x _____ event(s): \$ _____	<input type="checkbox"/> \$150 x _____ event(s): \$ _____
Catering fee	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
Coffee service	<input type="checkbox"/> For _____ people: \$ _____	<input type="checkbox"/> For _____ people: \$ _____
Popcorn machine	<input type="checkbox"/> For _____ people: \$ _____	<input type="checkbox"/> For _____ people: \$ _____
Security deposit*	<input checked="" type="checkbox"/> \$200 (required)	<input checked="" type="checkbox"/> \$200 (required)
<b>TOTAL:</b>		

\* Deposit is due at the time this form is submitted. Your reservation is not confirmed until this form and the security deposit are received and approved by the HPBC staff.

Signature and submittal of this form indicates acceptance of all wedding policies, including agreement to pay all fees as indicated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  Bride  Groom  Other

**FOR OFFICE USE ONLY**

Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Deposit Received: \_\_\_\_\_  
 Scheduled: \_\_\_\_\_ Paid in Full: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_