

THE CHURCH AT HIGHLAND PARK

Building Use Policy for Weddings

Effective August 2022

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. TCHP staff must approve any requests for use of the building.
- 1.2. Member weddings, worship, and other TCHP 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 TCHP. 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 TCHP 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 TCHP for six months before being eligible for the member pricing.
- 2.3. A refundable security deposit of \$500 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 \$500 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 TCHP 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, check made out to The Church at Highland Park or online.
- 2.9. Fees may be mailed to 5206 Balcones Drive, Austin, TX 78731, or delivered to the church offices during normal business hours. Office hours are 8-4, Monday through Friday. Visit The Church at Highland Park's website to pay online. After going to "donate" please select "Other" and be sure to indicate that your payment is for a scheduled wedding. Please email office@thechurchathp.org after making online payment.

3. Set-up and Take-down

- 3.1. Set-up and take-down by TCHP 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 apply 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 TCHP 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. If the reception is held at TCHP, the 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 TCHP campus.
- 4.4. Confetti, glitter, birdseed, hay/straw, rice, gum, silly string, or other similarly "messy" supplies may not be used anywhere on the TCHP 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 \$500 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 TCHP according to the rites of their respective faiths and in accordance with TCHP policies. The ministers of TCHP are available to perform wedding ceremonies. Arrangements must be made directly with the minister performing the ceremony and the fee will be determined at that time.
- 5.2. A dressing room is available with an adjoining women's restroom and a men's restroom is close by. The Burchette Room is also available for the other engaged person and their attendants to use for a place 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 TCHP 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. Prerecorded music can be utilized as part of the sound system in the Sanctuary and in Sapp Hall. The sound technician will need to be consulted prior to the wedding to confirm the media type planned. Best efforts will be made to accommodate your music media, however in certain circumstances you may be asked to provide mobile phone, CD, mp3 or laptop music players. 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 TCHP sound operator. The fee for a sound operator is \$200 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 TCHP members. Caterers may not use the Sapp Hall kitchen.
- 9.4. Catered receptions require the approval of the TCHP 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.

10. Parking Lot and Outdoor Events

- 10.1. Parking is free for all our building users. TCHP 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 TCHP 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 TCHP 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>	\$1,500	\$350
Chapel	<i>Seats approximately 25 Fee includes wedding, rehearsal, and use of Bridal Room</i>	\$400	\$100
Sapp Hall	<i>Seats approximately 200 Sound system available for rent Kitchen not available for use</i>	\$750	\$200
Burchette Room	<i>Seats approximately 25 Near the Chapel No sound system or kitchen</i>	\$400	\$100
Upstairs Parlor	<i>Seats approximately 30 Limited kitchen nearby No sound system</i>	\$400	\$100

SERVICE	POLICY REFERENCE	NON-MEMBER	ACTIVE MEMBER
Set-up / take-down	<i>See sections 3.1 and 3.2</i>	\$50 per area	\$50 per area
Sound technician	<i>See section 8</i>	\$200 per event	\$200 per event
Catering fee	<i>See section 9.4</i>	\$50	\$50
Security deposit	<i>See section 2</i>	\$500	\$500

Appendix B. Wedding Request Form

Engaged: _____

Phone: _____ Email: _____

Engaged: _____

Phone: _____ Email: _____

Wedding Coordinator/Planner: _____

Phone: _____ Email: _____

Minister performing ceremony: _____

Church: _____

Phone: _____ Email: _____

Member of TCHP?

Events requested: Wedding Rehearsal Reception

Wedding Date: _____ Timeframe requested: _____

Rehearsal Date: _____ Rehearsal Time: _____

Set-up requests*: _____

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

Additional requests: _____

	NON-MEMBER	ACTIVE MEMBER
Sanctuary	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$350
Chapel	<input type="checkbox"/> \$400	<input type="checkbox"/> \$100
Sapp Hall	<input type="checkbox"/> \$750	<input type="checkbox"/> \$200
Burchette Room	<input type="checkbox"/> \$400	<input type="checkbox"/> \$100
Upstairs Parlor	<input type="checkbox"/> \$400	<input type="checkbox"/> \$100
Set-up / take-down	<input type="checkbox"/> \$50 per area	<input type="checkbox"/> \$50 per area
Sound technician	<input type="checkbox"/> \$200 x _____ event(s): \$ _____	<input type="checkbox"/> \$200 x _____ event(s): \$ _____
Catering fee	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
Security deposit*	<input checked="" type="checkbox"/> \$500 (required)	<input checked="" type="checkbox"/> \$500 (required)
TOTAL:		

* 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 TCHP 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: _____

FOR OFFICE USE ONLY

Received: _____

Approved: _____

Deposit Received: _____

Scheduled: _____

Paid in Full: _____

Deposit Returned: _____