

THE CHURCH AT HIGHLAND PARK

Building Use Policy for Non-Church Recurring Events

Effective September 1, 2021

The following policies apply to all users of the facilities of The Church at Highland Park (hereafter TCAHP) for non-church recurring events such as classes and group meetings. Worship and other TCAHP 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. All groups or individuals that wish to reserve space for non-TCAHP-sponsored events must agree to the following policies. Completing an online event request form indicates acceptance of these policies. Paper copies of the event request form are available in the church office.

1. Scheduling and Availability

- 1.1. TCAHP 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 TCAHP website at thechurchathp.org/forms/event-request-form.
- 1.6. In the rare event that a previously approved event must be temporarily relocated, the TCAHP staff will do its best to accommodate by recommending an alternate meeting location on TCAHP campus.
- 1.7. If space for a previously approved recurring event is no longer available (as determined by TCAHP staff), TCAHP staff will recommend an alternate space or provide one month's notice that TCAHP 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 TCAHP staff.
- 2.2. An organization or TCAHP staff may request a monthly rent be established instead of being charged on a per-hour basis. TCAHP 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 TCAHP 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 TCAHP staff. TCAHP staff will provide two weeks' notice of the change before it takes effect.
- 2.5. Fees are typically due on a monthly basis unless another payment timeline is worked out with TCHAP staff.
- 2.6. Fees may be paid by cash or check made out to The Church at Highland Park. Recurring meetings are assigned a group number to streamline bookkeeping. Please ask the Director of Operations for your group number if you do not know it.
- 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 office during normal business hours.

3. Set-up and Take-down

- 3.1. Set-up and take-down by TCAHP 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 TCAHP staff or not. This ensures we place groups in the most appropriate space.
- 3.4. All furniture must be returned to the original configuration of the room. We suggest taking a picture with your phone so you have a clear idea of how it was.
- 3.5. If any furniture is moved from another room, return it to the room that you borrowed it from when your meeting is over.
- 3.6. TCHAP staff will adjust thermostat schedules so that the occupied space is a comfortable temperature before arrival. If you need to adjust the thermostat for your event, please be sure it adjusts back to the original schedule (press cancel or unoccupied) before you leave.
- 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. TCAHP does not have 24/7 custodial care and relies on our tenants to maintain cleanliness throughout the building.
- 4.2. No food or drinks other than water are allowed in the Sanctuary.
- 4.3. Smoking is not permitted anywhere on TCAHP campus.
- 4.4. Use only blue painter's tape to affix items to the walls temporarily. Thumbtacks, pushpins, staples, or other types of tape are not allowed.
- 4.5. Confetti, glitter, hay/straw, rice, gum, silly string, or other similarly "messy" supplies may not be used anywhere on TCAHP campus.
- 4.6. Messes should be cleaned up immediately to avoid stains or permanent damage.
- 4.7. Damages or maintenance needs should be reported as soon as possible to TCAHP staff and may be subject to the cleaning fee outlined in Appendix A.

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.
- 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 with the church office before keys are issued.
- 5.4. **Access cards and keys may not be given to anyone other than the person who signed for them** without church permission. 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 fee will be collected for any lost keys.
- 5.6. Failure to comply with the Security policies outlined here and on the Key Holder Agreement may result in additional fines and/or revocation of access to the building.

6. Food and Drink

- 6.1. No food or drinks are allowed in 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 TCAHP staff, building use fees include the use of the parking lot.
- 7.2. Staff parking spaces, marked on the west side (back) of the building, are reserved for The Church at Highland Park staff at all times.
- 7.3. Multiple events may be occurring in the building, so all spaces may not be available at all times. Please specify unique parking needs on the online Event Request Form.

8. Rental Agreement

- 8.1. The Event Request Form will serve as a rental agreement between the group and the church unless a separate rental agreement is requested by the group or TCAHP staff.
- 8.2. The agreement exists on a month-to-month basis; TCAHP staff or the group may request to terminate the agreement at any time, effective the following calendar month.
- 8.3. Each agreement will be reviewed on an annual basis by TCAHP staff, and a new event request form may be requested in order to keep schedule and room assignments up to date. 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 TCAHP wishes to have a special event at the church outside their regular meeting time, the group must fill out a unique 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 TCAHP at the discretion of the TCAHP staff on a per-case basis.

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

*Please note that fees and room assignments are subject to TCAHP staff discretion.
Fees for 1st two hours reflect the additional cost to achieve temperatures in room.*

AREA	COMMENTS	PRICE PER HOUR
Sanctuary	<i>Unavailable Sunday mornings</i>	\$125/1 st two hours; \$100/hour after
Sapp Hall		\$100/1 st two hours; \$80/hour after
Lobby / Atrium	<i>Unavailable Sunday mornings</i>	\$50/hr. stand alone \$25/hr. when along with Sanctuary
Parlor		\$75/1 st two hours; \$50/hour after
Choir Room	<i>Not available at this time. At the discretion of the Worship Group</i>	\$75
Multipurpose Room		\$35
Classroom		\$35
Burchette Room		\$40
Chapel	<i>Only available for single events*</i>	<i>Unavailable</i>

SERVICE	COMMENTS	PRICE PER HOUR
Set-up & take-down	<i>If provided by TCAHP staff</i>	\$25 each, base fee
Cleaning fee	<i>If space is not found as it was</i>	\$50 minimum

* See separate Building Use Policy for Single Events

The church's Youth Room, Nursery and Library are not available for rent.