

THE CHURCH AT HIGHLAND PARK

Building Use Policy for Non-Church Single Events

Effective September 1, 2021

The following policies apply to all users of the facilities of The Church at Highland Park (hereafter TCHAP) for non-church single events such as concerts, ceremonies, plays, or talent shows. 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 event request form indicates acceptance of these policies. **Please note that there is a separate wedding policy for any weddings performed at The Church at Highland Park.**

1. Scheduling and Availability

- 1.1. TCAHP staff must approve any requests for use of the building.
- 1.2. All requests must be submitted via the Event Request Form on TCAHP website at thechurchathp.org/forms/event-request-form. A paper copy of the request form is available in the church office.
- 1.3. Requests beginning before 7 a.m. or ending after 9 p.m. are unlikely to be approved. 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 unless set-up is approved to be provided by TCAHP staff (see Section 3).
- 1.5. For some events, an onsite staff person may be required to 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.
- 1.6. In the rare event that a previously approved event must be rescheduled or relocated, the TCAHP staff will do its best to accommodate by recommending an alternate location on the TCAHP 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 TCAHP 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. A refundable security deposit of \$200 is required for single events. The deposit secures your reservation and will be held until the completion of the event. After the TCAHP staff has verified that there is no damage to the property and the space is clean, the deposit will be returned or shredded.
- 2.4. The building use fee for the event is due on or before date of event.
- 2.5. Reservations over 6 hours on a single day will be charged a maximum daily rate equivalent to 6 hours.
- 2.6. If the event is cancelled with less than 48 hours' notice, there is damage to church property during the event, or the space is not left clean, the \$200 security deposit will be used to offset expenses.

- 2.7. Fees may be paid by cash or check made out to The Church at Highland Park. Fees may be mailed to 5206 Balcones Drive, Austin, TX 78731, delivered to the church office during normal business hours, or paid online via the church's website.

3. Set-up and Take-down

- 3.1. Set-up and take-down by TCAHP 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 TCAHP staff or not.
- 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, unless otherwise specified by the on-site staff person.

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. 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. The dumpster on the right is single-stream recycling and the one on the left is trash.
- 4.3. No food or drinks other than water are allowed in the Sanctuary.
- 4.4. Smoking is not permitted anywhere on TCAHP 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 TCAHP 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 TCAHP staff. Damages in excess of the \$200 security deposit (see section 2.3) will be paid by the user.

5. Food and Drink

- 5.1. No food or drinks other than water are allowed in 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 TCAHP staff and proof of liability insurance.

6. Parking

- 6.1. Unless expressed otherwise by TCAHP staff, building use fees include the use of the parking lot.
- 6.2. Staff parking spaces, marked on the west side (back) of the building, are reserved for The Church at Highland Park staff at all times.
- 6.3. 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.

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) can be moved with prior permission of TCAHP staff. (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 TCAHP system operator unless otherwise approved by TCAHP 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 TCAHP 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 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 on Sunday mornings Separate policy for weddings</i>	\$125/1 st two hours; \$100/hour after
Sapp Hall		\$100/1 st two hours; \$80/hour after
Lobby / Atrium		\$50/hr. stand alone \$25/hr. when along with Sanctuary
Parlor		\$75/1 st two hours; \$50/hour after
Choir Room	<i>At the discretion of the Worship Ministry</i>	\$75
Multipurpose Room		\$35
Classroom		\$35
Burchette Room		\$40
Chapel	<i>At discretion of Pastor Separate policy for weddings</i>	\$50

SERVICE	COMMENTS	PRICE
Set-up & take-down	<i>If provided by TCAHP staff</i>	\$25 minimum
Sound technician	<i>For operation of sound & media systems</i>	\$50/hr., 3 hour minimum
Security deposit	<i>See section 2.3 for details</i>	\$200

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