

Hyde Park Presbyterian Church
3913 Avenue B Austin, TX 78751
(512) 459-7747

Building Use Agreement

Name of Individual(s) or Organization: _____

Contact Name: _____ Contact Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Purpose: Meeting _____ One-time use _____ Repeated use _____

Social Event _____ Type _____

Building(s) Requested: Wooten Hall _____ Sanctuary _____

Event/Meeting Date(s): _____ Time(s): _____

Approximate number of people attending: _____

** If there is a change in the meeting time or date, the contact person will notify Karen Laffere at least 72 hours in advance. Changes in dates or times will only be made if they do not conflict with church activities.*

Rates for Non-Members:

One time meeting or social event:	\$25 per hour (first two); \$20 for each additional hour
Use of Kitchen:	\$100
Custodial fee:	\$50
Damage deposit:	\$100 (refundable if no damage)

Recurring meetings:	\$20 first hour; \$15 each additional hour
Custodial fee:	\$100 (to be replenished as needed)
Damage deposit:	\$100 (refundable if no damage)

**Additional fees will be charged for use of more than one building*

For recurring meetings, the monthly fee is due by the first of each month. A fee of \$25 will be charged if payment is not received by the 5th of the month. If payment is not received by the 15th of the month, the agreement will be terminated.

Hyde Park Presbyterian Church may terminate use of the building(s) at any point if damage is incurred.

Members may use the building(s) at no cost but will be charged a \$50 custodial fee and a \$50 damage deposit.

- All damage deposits will be returned at completion of use if there is no damage to the building(s).
- A **Building Use Agreement** must be signed and approved before use can begin.
- **All fees are due at the time the agreement is signed.**

Cost of Use: _____

Date paid: _____

Damage Deposit: _____

Date paid: _____

Custodial Fee: _____

Date paid: _____

**Hyde Park Presbyterian Church
Building Use Guidelines**

1. Meetings and events must not conflict with regular activities of the church.
2. Use of the building(s) is restricted to the area(s) requested.
3. **NO** alcoholic beverages or drugs are allowed in the buildings or on church property.
4. **NO** smoking is allowed in buildings.
5. **NO** animals are allowed in the buildings.
6. **NO** food or drinks are allowed in the Sanctuary.
7. **NO** materials will be stored in the buildings.
8. Children must be supervised by an adult at all times.
9. Thermostats are **NOT** to be adjusted.
10. The kitchen is not to be used without permission.
11. Under no circumstance is anything to be attached to walls, doors, windows or furnishings.
12. The sound system in the sanctuary is not to be altered in any way. Outside sound systems must be approved in advance.
13. All buildings are to be left neat and clean to avoid additional custodial charges.
14. All lights must be turned off and all doors and windows must be locked before leaving.
15. Individuals or groups are responsible for the security of the building both during use and while vacating it.
16. Report any damage immediately. Any damage to the building and its contents are the responsibility of the group or individuals. The facility will be inspected by church personnel prior to and following each use.
17. **The user(s) assumes ALL RESPONSIBILITY** for any injury or property damage that may occur while on church property.
18. All contracts will be reviewed every 3 - 6 months.

I affirm that the individual(s) or group(s) that I represent WILL NOT HOLD Hyde Park Presbyterian Church, its officers, staff or members responsible for any accidents or injuries incurred by anyone participating while on church property. In the event of damage, the individuals or groups using the building(s) will be responsible for replacement cost or repair.

I agree to abide by the terms and conditions as set forth in the Hyde Park Presbyterian Church Building Use Agreement and Guidelines.

User: _____ Church Representative: _____

Date: _____ Date: _____