

**22Hyde Park Presbyterian Church**

3913 Avenue B Austin, TX 78751

(512) 459-7747

**Building Use Agreement- Musical**

Name of Individual(s) or Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose: One-time use \_\_\_\_\_ Repeated use \_\_\_\_\_

Social Event \_\_\_\_\_ Type \_\_\_\_\_

Building(s) Requested: Wooten Hall \_\_\_\_\_ Sanctuary \_\_\_\_\_

Event 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 recital or event (use of Sanctuary) | <b>\$150</b>              |
| Wooten Hall for reception                    | <b>\$ 50</b>              |
| Use of Kitchen:                              | <b>\$100</b>              |
| Custodial fee:                               | <b>\$ 50</b>              |
| Damage deposit:                              | <b>\$100 (refundable)</b> |

**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 individual. 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.

**I affirm that the individual or group that I represent WILL NOT HOLD Hyde Park Presbyterian Church, its officers, staff or members, responsible for any accident or injury incurred by anyone participating in the group while on church property. In the event of damage, the individuals or group 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: \_\_\_\_\_