



# 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: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

The purpose or nature of the Facility Request is (including frequency, date, time and number of attendees):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select	Space Requested	Rate	Custodial Fee	Damage Deposit
	Sanctuary	\$50/hour	\$100 Required	\$300 Required
	Wooten Hall	\$25/hour	\$50 Required	\$150 Required
	Kitchen	\$100		

**Damage deposits** are required as a separate payment. They will not be cashed and will be shredded after use if no damage is incurred to the space(s).

**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 any future use of the building if there is any damage or other problems occur.

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 accommodated if there is no conflict with church activities.

A Building Use Agreement must be signed and approved before use can begin.

All fees are due at the time the agreement is signed if for one time use. Otherwise, see above for recurring groups or functions.

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, smoking or drugs are allowed in the buildings or on church property.
4. **NO** animals are allowed in the buildings.
5. **NO** food or drinks are allowed in the Sanctuary.
6. **NO** materials can be stored in the buildings.
7. Children must be supervised by an adult at all times.
8. Thermostats are **NOT** to be adjusted.
9. The kitchen is not to be used without permission unless agreed to in the Building Use Agreement.
10. Under no circumstance is anything to be attached to walls, doors, windows, or furnishings.
11. Furnishings, banners or paraments are not to be moved.
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(s) both during use and while vacating it/them.
16. Report any damage immediately. Any damage to the building or 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 grounds.
18. All contracts will be reviewed every 6 months.

**I affirm that the individual or group 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: \_\_\_\_\_ Date: \_\_\_\_\_

Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_