



# 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	\$100/hour	\$150 Required	\$400 Required
	Wooten Hall	\$50/hour	\$50 Required	\$150 Required
	Kitchen	\$100		

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

A **NON-REFUNDABLE deposit** of \$100 is required to hold the date. This will be deducted from the total amount due two weeks before the event date.

The **DAMAGE DEPOSIT** is required as a separate payment by check. It will be shredded after use if no damage has occurred to the space.

The monthly fee is due by the first of each month for recurring meetings. A fee of \$25 may be charged if payment is not received by the 5th of the month.

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.

Cost of Use: \_\_\_\_\_

Date paid: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

Date paid: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Date paid: \_\_\_\_\_

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## BUILDING USE GUIDELINES

1. Meetings and events must not conflict with the 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 can be used but must **NOT** 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. Doors and windows must be locked before leaving.
15. Individuals or groups are responsible for the security of the building(s) during building use. Buildings are **NOT** to be left unattended.
16. Report any damage immediately. Any damage to the buildings, contents, or grounds is the responsibility of the group or individual. The facility will be inspected by church personnel before and after each use.
17. The user(s) assumes all responsibility for any injury that may occur while on church property.

**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 the replacement cost or repair.**

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

User: \_\_\_\_\_ Date: \_\_\_\_\_

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