



Hyde 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 Email: _____

Contact Number: _____ Email: _____

Purpose: _____ Date(s): _____

Select	Space Requested	Rate	Custodial Fee	Damage Deposit
	Sanctuary	\$200	\$150 Required	\$400 Required
	Wooten Hall	\$50	\$50 Required	\$150 Required
	Kitchen	\$100		

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

A **DAMAGE DEPOSIT** of \$400 is required as a separate payment by check. It will not be cashed and will be shredded after use if no damage is incurred to the space(s).

Hyde Park Presbyterian Church may terminate any future use of the building if any damage or other problems occur.

If there is a change in the time or date, 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.

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 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 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 is the responsibility of the group or individual. The facility will be inspected by church personnel before and following each use.
17. **The user(s) assume ALL RESPONSIBILITY** for any injury or property damage that may occur while on church grounds.

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 as outlined in the Hyde Park Presbyterian Church Building Use Agreement and Guidelines.

User: _____ Date: _____

Church Representative: _____ Date: _____