

Highland Park Baptist Church Building Use Policy

Effective 10/01/2009 for members and for users new to HPBC

Effective 01/01/2010 for grandfathered users

The following policies apply to all users of the facilities of Highland Park Baptist Church. Worship and other HPBC ministry events in the life of the church have first claim on facilities. Otherwise, our facilities are available for use by members, civic and community organizations, schools, and private individuals as a service to the community. Our facilities are not available for political organizations, or for fundraisers not related to HPBC ministries or purpose. All groups or individuals that wish to reserve space for non-HPBC-sponsored events must agree to the following policies by completing a Building Use Agreement.

Reserving Space for non-HPBC-sponsored events

1. Events may be scheduled
 - a. During daytime church office hours,
 - b. During evening and weekend hours when on-site staff is scheduled, or
 - c. At other times as approved by church staff and subject to additional fees and on-site staff availability
2. Events must conclude by 9:00 p.m.
3. Except for reservations on file as of the effective date of this policy, after-hours reservations may not be made on Wednesdays or Fridays.
4. Reservations are made with a Building Use Agreement form. Phone requests must be followed by the form. You will receive a confirmation from the Church Administrator.
5. Use only the rooms, areas, and equipment that you have reserved.
6. Please honor the start and end times of your reservation.
7. Standing reservations may not be invoiced. Fees are to be paid before the start of the event.
8. Include setup and takedown time in your reservation.
9. Reservations over 6 hours on one day will be charged a daily max rate equivalent to a 6 hour reservation.
10. In emergency situations, events may have to be relocated or rescheduled.

Reserving Space for HPBC-sponsored events

Members and staff must submit a completed Building Use Agreement Form to the church office. Submissions are reviewed at regular staff meetings for coordination on the church calendar. You will receive a confirmation from the Church Administrator.

Room Setup/Takedown

1. HPBC provides room set-up and takedown for Church sponsored events only. Other users may contact the Church Administrator about the availability of church staff assistance for setup/takedown. Groups using such assistance will incur an additional charge.
2. Setup requirements, whether setup is done by church staff or not, should be noted on the Building Use Agreement form.
3. Furniture should not be removed from other rooms without consulting with the Church Administrator.
4. Please do not drag tables, chairs, or heavy equipment across any hard floors.
5. Leave all trash in the lined trash containers.
6. Please leave your area clean.
7. All furniture including but not limited to chairs and tables must be returned to the original configuration. If a diagram is displayed on the back of the room door, such configuration is the original configuration.

Common areas

When multiple events occur simultaneously, please respect all groups' use of the building common areas. Please use only the common areas near your reserved space, including bathrooms. The second floor sink counter is included in the use fee for classrooms on the second floor.

Keys and Security

1. Each regularly scheduled after-hours group will designate a key/access card holder.
2. The card holder must first enter by the upstairs back door at the west end of the building and check in with the church staff contact on site.
3. User participants must enter as specified on the Building Use Agreement form.

Sound & Media Systems

1. For events in the Sanctuary, the sound system must be operated by an approved and trained HPBC Sound & Media Operator.
2. HPBC portable sound & media equipment (older equipment not included) is kept locked at all times and is not available for use by non-member groups.
3. HPBC sound & media equipment may not be taken off-site.

Sanctuary

1. The organ may be used only with the approval of the Minister of Music.
2. Nothing in the chancel may be moved except by church staff. This includes the piano, music stands & microphones and altar table. Discuss any proposed moves with the Church Administrator.

Sapp Hall Kitchen

1. Use must be approved by the Church Administrator.
2. User must be oriented on the proper, safe use of the kitchen and the equipment.
3. Kitchen Guidelines and Kitchen Check-off List must be used during the event. The Check-off List must be returned to the Church Administrator by the next business day after the event.

Choir Room

Use must be approved by the Minister of Music.

Food & Drink

1. Catered events through a third party require the approval of the Church Administrator and payment of the catering coordination fee. Caterers must provide proof of liability insurance.
2. No alcoholic beverages of any kind may be brought on to the premises.
3. No red drinks should be used on carpeted areas.
4. No food or drink is allowed in the Sanctuary.
5. Coffee service provided by HPBC is allowed in Sapp Hall only.

Outdoor Events

1. Outdoor events may not be amplified or additionally lighted without approval by the Church Administrator.
2. Please respect all landscaping.
3. User is responsible for knowledge of and compliance with all applicable regulatory ordinances.

Other:

1. Smoking is **not** permitted on the campus.
2. Please return thermostats to initial settings.
3. No confetti, straw, rice, gum or similar type supplies can be used anywhere on the property.
4. All messes should be cleaned up immediately to avoid stains and permanent damage on carpeting and hard floors.
5. Damage to furniture, equipment, building or any other problems including maintenance needs should be reported to the Church Administrator the next business day. Cost to repair damages will be paid by the user.
6. Use only blue painter's tape to affix temporary items to the walls. Thumbtacks, pushpins, scotch/masking/other tape, staples are not allowed.
7. Parking spots marked "Reserved for Staff" are reserved for staff at all times. Violators will be towed at the owner's expense.
8. Please turn lights off in rooms not used.

Weddings and Funerals

1. See the Wedding Handbook specific policies and procedures.
2. An approved HPBC on-site wedding coordinator must be hired.
3. Usage fees are waived for funeral services.

HPBC Facility Use Fees

Adjustments may be made at the discretion of the church

Room	Standard Fee
Classroom	\$40 for up to 3 hrs
Sapp Hall	\$100 for up to 3 hrs
Sanctuary (separate policy for weddings)	\$100 for up to 3 hrs
Lobby/Narthex	\$50 for up to 3 hrs
Parlor	\$50 for up to 3 hrs
Chapel & Patio	\$35 for up to 3 hrs
Burchette Room	\$40 for up to 3 hrs
Choir Room	For daily use: \$50/up to 3 hrs For a 4 month semester: \$250 per weekday
Underground Showers	\$25/event
Underground Laundry Room	\$25/event
Youth Room 15/16	NOT AVAIL
Conference Room	NOT AVAIL
Kitchen (restrictions apply)	\$100/event
Parking Lot	negotiated
Outdoor grounds	negotiated
5202 Balcones Dr (parsonage)	negotiated

HPBC Equipment/Service Fees

Sanctuary Piano	\$25/event
Sanctuary Sound System	\$75/event
Room Setup/Takedown	\$15/hr per custodian
Coffee Service in Sapp Hall	\$25/event <25 people \$50/event >25 people
Coordination with 3 rd party caterer	\$50/event

Highland Park Baptist Church Building Use Agreement

I have read and agree to abide by the Building Use Policy of Highland Park Baptist Church.

Today's Date: _____

Event Date(s): _____

Event Title: _____

Signature of User Contact Person: _____

Print Name: _____

Contact Phone _____ Alternate Phone _____

Contact E-mail Address _____

Comments (indicate room, hours needed, setup requirements, etc.):

Entrance for event participants: _____

Signature of HPBC Representative: _____

Print Name: _____

<p><i>To be completed by HPBC staff:</i> Approval Date: _____ Total Fee Due: _____ Staff On-site Contact: _____</p>

Highland Park Baptist Church
5206 Balcones Drive
Austin, TX 78731
(512) 453-6603