

Highland Park Baptist Church Building Use Policy

April 1, 2011

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.

A slide show giving an overview of the Building Use Policy is available on the HPBC website at:

<http://www.hpbcaustin.org/News/HPBCBuildingUsePolicyPPT.pdf>

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.

Reserving Space for non-HPBC-sponsored events

1. Events may be scheduled at times approved by church staff
2. Events must conclude by 9:00 p.m.
3. Except for reservations on file as of the effective date of this policy, after office hours reservations may not be made on Wednesdays or Fridays.
4. Reservations are made with the HPBC Event Request Form found on the church web site calendar at <http://www.hpbcaustin.org/Cal/Request.htm>. You will receive a confirmation from the Church office. Recurring events must be resubmitted annually for approval.
5. Use only the rooms, areas, and equipment that you have reserved.
6. Please honor the start and end times of your reservation.
7. 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 HPBC Event Request Form found on the church web site calendar at <http://www.hpbcaustin.org/Cal/Request.htm>. Submissions are reviewed at regular staff meetings for coordination on the church calendar. You will receive a confirmation from the Church office.

Room Setup/Takedown

1. HPBC provides room set-up and takedown for Church sponsored events only. Other users may contact the Church office 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 HPBC Event Request Form.
3. Furniture should not be removed from other rooms without consulting with the Church office.
4. Please do not drag tables, chairs, or heavy equipment across any floors.
5. Leave all trash in the lined trash containers.
6. Please leave your area clean. If your area is not found to be clean after use, there will be a clean up fee charge.
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. Please clean up after use.

Keys and Security

1. Each regularly scheduled after-hours group will designate a key/access cardholder. If the key or access card is lost, there will be a replacement fee charged to the designated key or access cardholder of \$25.00 for each.
2. The card holder must first enter by the upstairs back door at the west end of the building and write your name on the white board – removing it when you leave . Doors should not be propped open.
3. When you leave, remove your name from the white board. If your name is the last on the white board, your group is responsible for making sure the alarm is set. If for some reason the alarm won't set (i.e. some area is not ready to arm due to an open door) you should check all doors to make sure they are secure and then set the alarm before leaving.

Sound & Media Systems

1. For events requiring audio / video, the systems must be operated by an approved and trained HPBC Sound & Media Operator. There will be an additional charge for use of the church's A/V systems.
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 for non-HPBC use.
4. Any expenses required to repair or replace these systems will be charged to the group responsible.

Sanctuary

1. Organ use may be coordinated through the church office and with the approval of the Music Director.
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 office.

3. Any cost to repair damage done to these will be passed on to the group responsible.

Sapp Hall Kitchen

1. Not available for non-HPBC sponsored events.

2. User must be trained 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 office by the next business day after the event.

4. There is an ice machine available for use in the room on the southwest end of Sapp Hall.

Choir Room

Use must be approved by the Music Director.

Food & Drink

1. Catered events through a third party require the approval of the Church office 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.

Outdoor Events

1. Outdoor events may not be amplified or additionally lighted without approval by the Church office.

2. Please respect all landscaping.

3. User is responsible for knowledge of and compliance with all applicable noise limits.

4. Groups are responsible for cleanup and all trash must be removed after the event. If not found to be clean after use, there will be a cleaning fee assessed.

Other:

1. Smoking is **not** permitted on the campus.

2. Do not adjust thermostats.

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 office 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.
8. Please turn lights off in rooms when finished.

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.

Use Fees

1. Fees will be charged to all groups using the building except church sponsored groups.
2. Fees may be changed at the church's discretion
3. All fees should be paid online via the church web site at: <http://www.hpbaustion.org/Donate.htm> by selecting the "Building Use" fund and specifying the amount owed. Payment options include checking or savings account direct debit, credit cards, or debit cards.

HPBC Facility Use Fees

Adjustments may be made at the discretion of the church

Room or Area	Standard Fee
Classroom	\$75 for up to 3 hours
Sapp Hall	\$150 for up to 3 hours
Sanctuary (separate policy for weddings & funerals)	\$150 for up to 3 hours
Lobby/Atrium	\$100 for up to 3 hours
Parlor	\$100 for up to 3 hours
Choir Room	\$100 for up to 3 hours
Burchette Room	\$75 for up to 3 hours
Chapel & Patio	\$75 for up to 3 hours
Underground Showers	Not Available
Underground Laundry Room	Not Available
Underground Youth Rooms	Not Available
Conference Room	Not Available
Office Equipment (e.g. copier, fax, etc.)	Not Available
Nursery	Not Available
Kitchen	Not Available
Parking Lot	Negotiated
Outdoor Grounds	Negotiated

HPBC Equipment / Service Fees

Equipment or Service	Standard Fee
Sanctuary Piano / Organ	\$50 per event
Sanctuary Sound System	\$150 per event
Sapp Hall Piano	\$25 per event
Sapp Hall Sound System	\$150 per event
Room Setup / Takedown	\$50 per custodian
Room Cleanup	\$50 per event
Coffee Service	\$50 per event up to 25 people \$100 per event more than 25 people
Coordination with 3 rd Party Caterer	\$50 per event