



# Building Usage Form: Contract for Event/Room Usage

First Presbyterian Church of Austin

8001 Mesa Drive, Austin TX 78731

First Presbyterian Church is pleased to offer our facility for non-profit, arts and education events in the Austin community. We look forward to sharing our facility with your organization.

Today's Date: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Submitted by (print): \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

## ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

501(c)3:  yes  no    Type of Business: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone #'s: \_\_\_\_\_

*This person will be the only one recognized by the church regarding all arrangements.*

## FACILITY TIME AND SPACE REQUIREMENTS

*(Billed in 3-hour time blocks. Setup may not occur more than 3 hours in advance of your event)*

Event Date (s)	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm

## ROOMS AND RESOURCES

*Please circle*

Rissman    Kitchen    Sheffield    Parlor    Annex    MP Room    Youth Suite    Classroom(s)

If multiple rooms, please describe: \_\_\_\_\_

Setup time needed: \_\_\_\_\_ hrs    \_\_\_\_\_ Setup diagram provided

Card Key Issued:    yes     no     to: \_\_\_\_\_  
*Arrangements must be made to pick up a key, if necessary, 5 days before date needed*

All groups must provide proof of liability insurance as described in the general information.

## SCHEDULE OF FEES AND PAYMENTS

### GENERAL PRINCIPLES

Groups directly responsible to the missions and ministries of the Church will not be charged a fee (PCHAS, SCMS, Day School, Emmaus, Boy Scouts Troop #1 only, etc.). Other groups shall be charged a fee for Church use according to the schedule below (academic events, fitness/wellness, AA, etc.). Director approval of application is required for all non-FPC events. In the case of simultaneous receipt of requests for use of the same space, priority of space usage will be:

1. Worship, including memorials and weddings
2. FPC Ministry events
3. Church-sponsored activities and meetings
4. Other church/religious organizations
5. Non-profit organizations
6. Concerts and events that support music and the arts
7. Community/educational/awareness programs
8. Private use by church members (must pay fees)

To request use of church facilities and receive confirmation of date and space reserved, an FPCA Building Usage Form is to be filled out and submitted to the church office with a 50% deposit, proof of Liability Insurance, and signed Hold Harmless waiver. Requests cannot be confirmed more than 6 months in advance of the usage date. Except by special waiver, all fees must be paid 30 days prior to your event. There will be no waiver of the key fees or security requirements.

### ROOM FEES (rental fee charged in 3-hour blocks)

Sanctuary/Narthex	\$350	_____	
Choir Room	\$100	_____	<i>(included for concerts, with Sanctuary rental)</i>
Sheffield Room	\$100	_____	
Parlor	\$50	_____	
Annex	\$35	_____	
Nelson Classroom (s), each	\$50	_____	<i>(and if unlocked for a playground event)</i>
Youth Suite	\$100	_____	
Rissman Hall	\$300	_____	
Rissman Kitchen Use	\$100	_____	<i>(if ANY food is planned for a Rissman event, no exceptions)</i>
Multi-Purpose Room	\$100	_____	<i>(and if unlocked for a playground event/rainy day option)</i>

### SETUP/CLEANUP FEES

Choir risers in sanctuary	\$125	_____	
Chair reset in sanctuary	\$100	_____	
Chair reset in Rissman Hall	\$100	_____	<i>(if varies from standard setup)</i>
Banquet setup in Rissman Hall	\$100	_____	<i>(if varies from standard setup)</i>
Carpet cleaning	\$300	_____	
Piano Tuning	\$300	_____	<i>(must be scheduled by FPCA)</i>
Move musical equipment	\$100-\$300	_____	<i>(depends on instrument)</i>
Tablecloth cleaning, each	\$10	_____	
Lost key fee	\$50	_____	

**Total Fee Due:** \$ \_\_\_\_\_

**Deposit Received:** (date) \_\_\_\_\_ (amount) \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

*A 50% non-refundable deposit is due upon signing of the contract*

**Final Payment:** (date) \_\_\_\_\_ (amount) \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

*Due in full 30 days prior to the performance date*



# Certificate of Insurance Request Form

First Presbyterian Church of Austin

It is a policy of this Church to require all contractors, service companies and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance. The appropriate form must be attached to this sheet, prior to any work or event occurring, naming this church as an additional insured and sent to:

First Presbyterian Church of Austin  
8001 Mesa Drive  
Austin, Texas 78731  
Email: [fpc@fpcaustin.org](mailto:fpc@fpcaustin.org)

Name of contractor/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of activity/job/event: \_\_\_\_\_

Approximately how many people will be involved in the activity/job/event? \_\_\_\_\_

What types of activities will be included in this event (e.g., dancing, construction, climbing ladders, use of power tools, meetings, etc.)? \_\_\_\_\_

Amount of coverage: \_\_\_\_\_ Name of insurer: \_\_\_\_\_

Phone number of insurer: \_\_\_\_\_ Policy expiration date: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_

Do you have an umbrella policy?  Yes  No

Are all workers included under your workers' compensation policy?  Yes  No

Is our church/organization named as an "additional insured"?  Yes  No

Signature: \_\_\_\_\_

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

*For church use:*

I have looked at the attached paperwork and have approved the above named agency/group/business to use the church facility for the purpose described above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**Church Facility Usage and Hold Harmless Agreement**  
**First Presbyterian Church of Austin, Texas**

I/We the undersigned authorized representative(s) of \_\_\_\_\_  
(hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_  
shall be using the First Presbyterian Church of Austin buildings and grounds (hereafter the "Church") from  
\_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_, for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ hereafter referred to as the "Activity."

**I/WE UNDERSTAND AND AGREE THAT NEITHER THE CHURCH, NOR ITS TRUSTEES, REPRESENTATIVES, EMPLOYEES, AND AGENTS MAY BE HELD LIABLE IN ANY WAY FOR AN OCCURRENCE IN CONNECTION WITH THE ACTIVITY WHICH MAY RESULT IN INJURY, HARM, OR OTHER DAMAGES TO THE UNDERSIGNED OR MEMBERS OF OUR ORGANIZATION AND GUESTS, INVITED OR NOT. RATHER, I/WE AGREE THAT OUR ORGANIZATION ALONE SHALL BE RESPONSIBLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY OR DEATH THAT MAY OCCUR DURING OUR USE OF THE PREMISES.**

**AS PART OF THE CONSIDERATION FOR BEING ALLOWED TO USE YOUR FACILITY, BUILDING AND GROUNDS AS WELL AS ALL APPLIANCES AND FIXTURES IN THE ACTIVITY, I/WE RELEASE THE CHURCH, ITS TRUSTEES, GOVERNING BOARD, EMPLOYEES, AGENTS, OR REPRESENTATIVES FROM ANY CLAIM FOR DAMAGES AND LOSSES, INJURY OR DEATH ARISING OUT OF, INCIDENTAL TO, OR IN ANY WAY RELATED TO THE PREPARATION AND CLEANUP OF, STORAGE OF EQUIPMENT OR INSTRUMENTS OR PARTICIPATION IN THE ACTIVITY.**

**I/WE FURTHER AGREE TO INDEMNIFY, DEFEND, SAVE, AND HOLD HARMLESS THE CHURCH, ITS TRUSTEES, EMPLOYEES, AGENTS, OR REPRESENTATIVES FROM ANY CLAIM, LOSS, DAMAGE, SETTLEMENT, OR EXPENSE (INCLUDING REASONABLE ATTORNEYS' FEES) INCURRED, RESULTING FROM, OR ARISING OUT OF OR PARTICIPATION IN ANY FORM OR FASHION IN THE ACTIVITY.**

I/We represent that our Organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We have fully read the Church Building Usage policies and procedures and security policies relevant to the agreed upon occupied spaces in the Building Usage Contract and Key Release Contract and agree to abide by and enforce these policies and procedures while I/we are present at the Church.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Facility Usage and Hold Harmless Agreement

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

(ORGANIZATION NAME)  
(ORGANIZATION ADDRESS)  
(ORGANIZATION PHONE)  
(ORGANIZATION EMAIL)

BY:  
Signature: \_\_\_\_\_

Title: \_\_\_\_\_

NOTARY SEAL



## **Building Use Policies and Procedures**

### **First Presbyterian Church of Austin**

The facilities and equipment of FPCA exist for the primary purpose of serving God through FPCA's organizations and ministries. Any event directly connected to the life and ministry of the church will be given preference, even if another event has been previously scheduled for the same date and time. FPCA will make every effort to accommodate all scheduled events, but flexibility in room assignments may be required.

### **FPCA Policies**

1. All groups will be charged the same fees for rentals of a similar nature. FPCA will not discount usage for members, small groups or non-profits. FPCA will not barter services for fees. FPCA is not in the rental business; the fees requested are intended to defray FPCA's costs including heat and air, electricity, maintenance and custodial needs.
2. Organizations engaged in partisan political campaigns are not eligible to use church facilities. FPCA is not to be used as a polling place as it violates the "locked facility" policy.
3. Use of the facilities is limited to events occurring from 9 a.m. to 10 p.m. All buildings must be vacated by 10:30 p.m.
4. FPCA is a "locked facility." Doors are unlocked for worship, all-church events, and concerts in the sanctuary where the public is invited. All other events will receive an electronic access card scheduled for the particular event use. It is the responsibility of the renting organization to provide a "greeter" that will allow door access to the scheduled meeting or event.
5. Serving and consumption of alcoholic beverages on the FPCA campus is prohibited unless a group or organization receives approval by vote of the FPCA Session. If approval is attained, groups must follow strict policies related to alcohol on the FPCA campus.
6. Pets/animals that are not a part of a scheduled event or program, with the exception of service animals, are not allowed inside any building on church property.
7. All church buildings and walkways are "smoke-free" facilities. No smoking is allowed on church play areas, labyrinth or in the memorial garden.
8. Room usage is limited to the spaces identified on the FPCA Building Usage Contract. Groups/Persons that have been issued a key must understand that having a church key does not provide unrestricted use of FPCA facilities. Use, time period and access to rooms/facilities other than those assigned are required to have prior office approval.
9. Users of space will be liable for set-up, clean-up and break-down fees of ALL areas that are used, as well as damage and repair fees.
10. FPCA has strict policies regarding safety and supervision of children and may request to review your supervision, background checking, and discipline policies prior to agreeing to a rental. Children and youth are not allowed on the playground unless your rental event agreement involves playground use.

# **Building Use Rules and Procedures**

## **General Information**

1. Please be aware that valuables should not be left in any rooms during concerts and events.
2. Any signs must be free standing and removed immediately after an event. No tape of any kind may be used to post indoor signs on doors, walls or wood surfaces. NO TAPE, TACKS or STAPLERS should be used for signs.
3. The renting organization is responsible for any excessive cleanup or damage done to the property. An organization will be charged for damages or excessive cleanup.
4. A map to the church is provided on the FPCA website. It may be used for publicity purposes.

## **Contact Information**

The church provides one contact person for an event or performance. This is usually the Director of Operations or a designee. He/she will make all arrangements for the event and all questions will be addressed directly to him/her. An organization will provide contact person to be in communication with the designee. This person will be responsible for all communication with the church.

## **Insurance and Liability**

1. All potential renting organizations must provide FPCA with a copy of their Liability Insurance Policy listing "First Presbyterian Church of Austin, Texas" as "Additional Insured" with their signed contract and deposit.
2. Uninsured groups, individuals and for-profit groups will be subject to approval for rentals by the Director of Worship and the Arts and/or the Director of Operations depending on the nature of the event. Approval will be limited since this means FPCA accepts liability if an incident occurs during the event.
3. All events involving children under the age of 18 must provide the renting organization's Child Protection Policy to FPCA prior to its event for FPCA review.

## **Furniture and Equipment**

1. WE STRONGLY RECOMMEND taking pictures of the initial setup of an FPCA room prior to an event with a cell phone camera. This will ensure that all furniture and equipment is returned to its original location. Rearrangement of a room may incur additional charges, so please reset the room at the conclusion of an event.
2. Floor markings or securing of electrical cords must be done with blue painters tape only.
3. No tables, chairs or other equipment may be placed in the fire exit walkways.
4. No equipment, including instruments, may be stored at the church. The church is not responsible for damage for non-church owned equipment.
5. Church equipment should be used only by authorized persons. Such equipment includes such things as computers, copiers, the sound system, piano, organ, DVD players, and projection equipment.
6. The Church copiers, phones and office equipment are for church use only.

### **Security - Doors, Lights and Locks**

1. Do not open the door for anyone but a member of your group or a guest for the event.
2. It is the responsibility of the renting organization to remain until the door is locked.
3. If a locked door is propped open for any reason, the renting organization and the individual who interfered with the electronic access system will not be invited to return for future performances and events at FPCA.
4. Be certain to check the restrooms prior to leaving to ensure that lights are out and all water has stopped.

### **Other Guests, Homeless or Visitors in Need**

Please do not allow guests who are not a part of your event or visitors in need into the building. All guests must have requested access through the church office. Do not provide money, bathroom use, food or any other material donations to visitors in need. If it is after hours, please let the family or individual know that Church staff is unavailable at that time and no immediate help can be provided. If there is a difficult situation, please do not hesitate to call 911 and have the Austin Police Department escort an individual from the campus. FPCA does not press charges for trespassing. FPCA supports many agencies and programs that help the homeless and families in need in the Austin community. Only a pastor is equipped to counsel with these individuals. To see a pastor, visitors must return Monday - Thursday between 9 am and 3pm (it is advisable to call and make an appointment, (512) 345-8866).





# **Rissman Rental Rules**

## **First Presbyterian Church of Austin**

### **Occupancy – 300 persons max**

Rissman is typically set with 80 chairs (theater style) facing the projection screen, 6-7 round tables with 8 chairs each near the kitchen, and 3 serving tables. The rooms will be reset for the event if a setup diagram has been provided. The maximum occupancy of Rissman Hall is 300 persons, there are 200 chairs available for seating. FPCA will not sign a contract for an event greater than 300 persons and you will be fined \$500 for ignoring occupancy and fire code.

An elevator is available for ADA needs, and moving food and equipment. Bathrooms in Rissman Hall are not ADA compliant.

### **Booking Rissman Hall**

1. Booking Rissman Hall involves use of the Hall only. Serving food or beverages of any kind incurs a Kitchen Use fee. If food waste or trash is discovered, the organization be charged for kitchen usage and unplanned cleaning.
2. An event will be measured in 3-hour blocks of time, with 1 additional hour allowed for setup and 30 additional minutes allowed for break down and cleanup.
3. FPCA avoids booking Rissman Hall during the hours of 8am – 3pm, Monday - Friday because the first floor is a licensed childcare facility.

### **Furniture, Equipment and Supplies**

1. Round and rectangular tables are available for setup. The FPCA Staff will pre-set the Fellowship Hall if a diagram is provided at the time of rental.
2. Chairs and table may be rearranged, but the room must be returned to the standard setup at the conclusion of the event or the organization will be charged a reset fee.
3. A stand microphone with an on/off switch can be provided if indicated on the Building Usage Contract.
4. A small podium is available if needed.
5. Small carts are available for loading and unloading but must be returned to Rissma Hall after use. Do not leave downstairs in the preschool area.
6. FPCA has a projector for use that connects to a Windows machine only. Connectors for other types of laptops must be provided by the renter. It is not the responsibility of the church to configure, setup or provide technical support for video and data projection needs.
7. If the event involves food or beverages of any kind, please refer to the Kitchen Use Policies and Procedures. Be sure to complete a Kitchen Checklist at the conclusion of the event.
8. Tablecloths are available for use but will incur a rental fee to cover the cost of cleaning. An organization may clean tablecloths at their own expense (they may be cleaned in a washer and dryer), but tablecloths must be returned within 48 hours of use or by Friday at 3pm (whichever comes first) or the organization will be charged a late return fee.
9. Paper goods, coffee and kitchen supplies are the property of FPCA. Please plan to supply paper goods.

## **Piano and Organ Usage**

1. Any piano located in Rissman Hall is available for use.
2. Pianos may be tuned at the expense of the organization in preparation for an event. Only the church authorized piano tuner will tune the piano. The piano is tuned regularly to meet church needs. If an organization needs the piano tuned prior to an event, please contact the Director of Operations. If possible, it will be arranged at the expense of the renting organization.
3. The electric organ is not available for use.

## **Doors, Lights and Locks**

1. Doors will not unlock for a non-church event. The designated contact person for an organization will be issued a card key. Please be prepared to have a greeter to open the door for all attendees. Greeters should be available at least 30 minutes before the starting time of an event. Propping the door in any way will set off an alarm. A group will be responsible for all fines incurred from alarms. Attendees can always exit, but a card key or door greeter is required to enter the building. FPCA recommends a small paper sign - include a cell phone number for late-comers to contact so that someone can open the door.