



South Austin Church of the Nazarene
FACILITY USE APPLICATION

APPLICATION DATE _____ NAME of GROUP _____
PERSON(S) RESPONSIBLE _____ CELL PHONE _____
EMAIL _____ ADDITIONAL CONTACT INFO _____
ADDRESS _____ CITY _____ ZIP _____
DATE OF USE _____ For On-Going Use*, please attach list of all dates requested.
TIME (include set-up & clean-up): FROM _____ AM/PM TO _____ AM/PM TOTAL HOURS _____
FACILITIES REQUESTED _____ PURPOSE _____
EXPECTED ATTENDANCE: ADULTS _____ YOUTH UNDER 18 _____
TABLES/CHAIRS REQUESTED: 6-FOOT _____ 8-FOOT _____ CHAIRS _____ OTHER _____

RATES FOR FACILITY USE

_____ Church member is person responsible. _____ Non-Profit Group _____ On-Going Use*
*On-Going Use is defined as occurring regularly and continuously, on two or more days per one-month period.

- A. CLASSROOM (each room) \$20 per event \$ _____
Includes: Main Building – Rooms 1, 2, 3/5, 7 & Education Building – Rooms Green, Orange & Blue
B. FELLOWSHIP HALL AND KITCHEN \$150 per event \$ _____
C. NURSERY – YOUTH ROOM - CHAPEL (each space) \$50 per event \$ _____
D. SANCTUARY AND FOYER \$250 per event \$ _____
E. REFUNDABLE CLEANING & KEY DEPOSIT \$100 per event \$ _____
If cleaning is completed by staff, charge will be deducted from the deposit at \$25 per hour.
(Additional charges will be incurred if time spent exceeds deposit.)
F. SET UP & TAKE DOWN OF TABLES AND/OR CHAIRS \$25-40 per event \$ _____

BALANCE DUE PRIOR TO FACILITY USE \$ _____

- On-Going Users promise and warrant that they carry liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The Certificate of insurance will indicate that the User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.
Individual Users-User promises and warrants that the undersigned agrees and covenants to release, discharge and waive any rights of actions, demands or claims for any and every incident or accident which might arise during the rental of the facility, and do hereby assume all risks inherent in the use of the facility, and furthermore, will hold harmless the South Austin Church of the Nazarene, its agents, employees, or any other person from and against any and all demands, medical costs, claims, damages to persons or property, loss and liabilities, including attorney's fees arising out of or caused by myself or any others in connection with the use of the facility. The undersigned also agrees to assume responsibility for loss of damage to the building and equipment occasioned by use of the premises. I, the undersigned, shall be personally responsible for the full payment of the fees and the observation of the regulations governing the use of the church facilities as stated on the reverse side of this form.
NOTE: Agreement is not final until approved by Senior Pastor or Facility Manager.
Items on the back of this form must be read and initialed by person responsible for the activity.

Signature of Responsible Person(s) _____ Date _____

Approved by Church Senior Pastor/Facility Manager _____ Date _____

SOUTH AUSTIN CHURCH OF THE NAZARENE

6711 MANCHACA ROAD, AUSTIN, TX 78745 (512) 442-8476, yourchurchoffice@gmail.com

REGULATIONS ON USE OF CHURCH FACILITIES

1. **OUR MISSION:** To follow Jesus and help others follow Him

2. **BASIC REGULATIONS** (Must be read and initialed by "person responsible" for the activity.)

- _____ 1. Use must be approved by the Senior Pastor/Facility Manager.
- _____ 2. User agrees that it will not use the premises for any unlawful purpose or for any purpose that is contrary to the mission, purpose, or belief of the Church of the Nazarene, which is a biblically-based, religious institution.
- _____ 3. The designated person shall be responsible for the general conduct of the activity and the observance of the rules and regulations governing the use of the facility and its surrounding grounds during the event.
- _____ 4. User will ensure that handicap parking and fire lanes are observed. After use of the loading zone, vehicles must be moved to a parking space.
- _____ 5. All Youth activities, including use of the Sports Court and/or playground, will have adult supervision. Youth must limit themselves to their assigned areas. Wandering and moving into other areas is prohibited.
- _____ 6. NO PROFANITY, ALCOHOLIC BEVERAGES, TOBACCO, ILLEGAL DRUGS, or illegal activities are allowed in or on the church facilities and/or grounds at any time.
- _____ 7. If multiple groups are using the building at the same time, each must cooperate on usage, noise levels, etc.
- _____ 8. User is expected to clean up and to leave the facilities as they find them, including:
 - a. Setting up, taking down and returning all equipment and furniture, unless prior arrangements are made, including washing and putting away of kitchenware used.
 - b. Removing all trash by depositing in dumpster by Sports Court, and replacing trash can liners.
 - c. Reporting any damage or other problems immediately to church staff.
- _____ 9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which the User will use, including entrances and exits.
- _____ 10. User will not do anything to mar or damage the building, facilities, grounds or equipment, and agrees to assume full financial responsibility for all such damages as may be incurred.
- _____ 11. User will follow the approved schedule and not use facilities except as approved.
- _____ 12. All lights must be turned off (including restrooms), and doors must be locked upon leaving.
- _____ 13. A key will be checked out to the "person responsible" if necessary and may not be given to others nor used at times other than those approved with this application.
- _____ 14. **DEPOSITS** include **\$100** at the time of the application then returned after the event if no additional costs are incurred. If cleanup is completed by staff, a charge will be deducted from the deposit at \$25/hr. Deposit will also be applied to any repairs due to loss of or damage to church property. Additional charges will be incurred if time spent cleaning, or loss/damages exceed deposit. Also if a key is lost, a **\$25** charge will be deducted from the deposit, and the person responsible will be financially responsible for any necessary re-keying of locks.
- _____ 15. **TOTAL FEES AND DEPOSITS ARE DUE IN ADVANCE** and must be paid at the Church Office.
- _____ 16. Should use of the Sanctuary include use of sound, musical, or media equipment, a request must be submitted with the application, and will require an additional fee to be paid by the user.
- _____ 17. On-Going Use* must be renewed by submitting a new application for each year, or term.
- _____ 18. Use of the kitchen **DOES NOT INCLUDE paper products and disposable flatware**. Person responsible will provide their own products unless prior arrangements have been made.
- _____ 19. Failure to abide by the conditions of the agreement may result in loss of privileges to use church facilities.

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FACILITY USE APPLICATION

FOR OFFICE USE

Certificate of Insurance from Group Using Facility Received on _____

Event Fee \$ _____ Date _____

Event Balance Received \$ _____ Date _____

Refundable Deposit Received \$ _____ Date _____

Date Refundable Deposit Returned _____

Amount of Deposit Returned \$ _____