

FACILITY USE GUIDELINES

UNIVERSITY AVENUE CHURCH OF CHRIST

1903 University Avenue Austin, Texas 78705

Ginger Nelson, Event Coordinator: 512.796.5334 gingernelson@gmail.com

Welcome to the University Avenue Church of Christ! Thank you for considering our facility for your event. University Avenue is located in the heart of central Austin and provides an elegant setting for your wedding or event. Constructed in 1949, the building has timeless architectural features and modern capabilities to host a wide range of events.

WEDDINGS

University Avenue welcomes both members and non-members as a location for weddings. It is a desire at University Avenue to make the wedding day a cherished celebration in which two people pledge their love and faith in the presence of God. From stunning stained glass to high vaulted ceilings and a long center aisle, the University Avenue auditorium is a beautiful venue to hold the sacred marriage union.

**If you are requesting a University Avenue Church of Christ staff member of staff to officiate your ceremony, please contact and confirm the member before completing the reservation.*

Wedding Coordinator: University Avenue provides an experienced Event Coordinator that will assist in planning and coordinating details for the event and will be present for all related activities. The Event Coordinator works with the minister, sound engineer, and building crew to make sure that all policies and guidelines are being followed. The Event Coordinator is in charge of running both the rehearsal and ceremony. The Event Coordinator is happy to work with outside coordinators, but is in charge of all activity on University Avenue property.

Rehearsal: The rehearsal will be scheduled for one hour the day prior to the wedding ceremony. Rehearsal times will not begin earlier than 5:30pm. It is important that the wedding party and minister be present and prepared to begin on time.

Ceremony: The ceremony consists of a six hour block that includes set-up, ceremony, photography, and clean up. All wedding reservations include:

- *wedding coordinator & consultation*
- *sound engineer & use of sound equipment*
- *custodial fees*
- *minister (if requested)*
- *one hour rehearsal*
- *six hours of venue rental*
- *Two dressing room areas for bride & groom wedding party*
- *parking lot access (up to 32 spaces)*

**Additional hours are \$100/ hour(or deducted from security deposit) based on availability.*

Reception: University Avenue has two venue areas for hosting wedding receptions. The rental includes day of reception setup and decorating, three hours for reception activities, and one hour post clean up. Round and rectangular tables & chairs are included in the rental. Additional time may be arranged with the Event Coordinator at \$100 per hour (based on availability). **Table setup & teardown can be arranged for an extra \$100 fee (based on availability).*

MEETING & EVENT SPACE

The Event Coordinator or staff member will be assigned to assist you in the planning and coordination of all activities scheduled. That member will also help decide which facilities are best for your event. Fees for events are based on a six hour time block. Additional hours will be based on \$100 per hour or negotiated with a church staff member.

FACILITY OPTIONS AND FEES:

A list of rental fees and facility options are listed below.

VENUE SPACE	CAPACITY	FEE	USE
Main Sanctuary	500-700	\$1500	Ceremony, event
Chapel	90-110	\$ 950	Small ceremony
*Activities Center	125-150 (110 table seated)	\$750	Reception, meeting, banquet
*Campus Center	250	\$1000	Reception, meeting, banquet
Classrooms	20-100	\$150/ room	Small meetings
Nursery	24	\$150+ Capital Grannies fee	childcare
Parking Lot	Up to 32 spots	\$250/ day	Event parking
Loft	100	\$300	Casual meeting area

*Both the Activities and Campus Centers have adjacent kitchens that are available for food prep, storage, and serving. Full cooking capabilities are prohibited for weddings and non-UA events. There is also a variety of round and rectangular tables with chairs available for rental use.

Security Deposit: \$500 (due at reservation confirmation). Fully refundable by mail or in person within 30 days of event if no damage to building or contents. Rentals limited to individuals and not-for-profit entities.

Reservation Deposit: 50% of rental fee (due at reservation confirmation).

*Rental fee balance is due 30 days before event. There will be a \$35 charge for returned checks.

**Active UA Members who are on the roster at the present time, please inquire with the Event Coordinator for member discounts!

RESERVATIONS:

To make an inquiry about a reservation, please go online to fill out our form or contact the UA Event Coordinator, Ginger Nelson. The UA Event Coordinator or staff member will follow up with you about your request. Weddings and events will not be scheduled at times which conflict with regular church events or existing church functions. Reservations are not confirmed until all required forms are completed and returned to the Event Coordinator and security and rental

deposits have been paid. The hours of the event and all related activities are required at the time the reservation is made.

Events should not be scheduled to begin after 7 p.m. Additionally, events will not normally be scheduled over holiday weekends (Christmas, New Year's, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving) or on the days of home University of Texas football games.

The UA facilities will not be available for any activity that is deemed by the Event Coordinator and UA staff to be in conflict with the covenants of our faith. Failure to vacate the grounds by the agreed upon time will result in forfeiture of security deposit.

PAYMENT:

Make checks payable to University Avenue Church of Christ marked Wedding or Event and mail (or deliver) to: University Avenue Church of Christ, ATTN: Event Coordinator, 1903 University Avenue, Austin, Texas 78705.

CANCELLATIONS:

- For cancellation of reservations prior to 90 days before the event, deposits will be returned less a \$150 cancellation fee. Within 90 days of the event the security deposit will be returned, but the reservation deposit is non-refundable.

Deposit refunds will be made by mail to the primary contact address on the reservation form within 30 days of receipt of written notice of cancellation.

DECORATIONS:

The decorations, photography, and videography should not obscure the purpose or the dignity of the event. The following procedures must be observed:

1. Do not move or remove any church furnishings without knowledge and assistance of the Event Coordinator. The building manager moves the pulpit furniture if necessary.
2. If candles are used they must be spring-loaded "dripless" variety, votive candles in glass containers or flameless battery operated. Only candles in glass vases or flameless candles are allowed on the baptistery ledge or at the back of the stage area due to the strong ac airflow. Heavy plastic film is required under candelabras to insure protection of the carpeting. Tabletops must be protected. Arrange decorations out of the path of flames.
3. Tacks, pins, tape, glue, etc. shall not be used to attach decorations to furniture or walls.
4. Aisle runners are not permitted as they create a safety risk for guests.
5. Florists, caterers and other service providers should arrange services and deliveries with the Event Coordinator during the planned set up time for the event.
6. Decorations, food, and any items that will not fit in the provided trash receptacles must be removed during the planned clean up time for the event and the building returned to original condition. In the case of very large rental items, arrangements for temporary storage must be made 30 days in advance of the event and at the discretion of the Event Coordinator. Storage space is limited and additional fees apply.
7. Birdseed, confetti, flower petals, bubbles, glitter etc. shall not be used within the church building. Artificial flower petals may be used indoors, but removed at the close of the event. Rice shall not be used anywhere. Violation will result in forfeiture of security deposit.

PHOTOGRAPHY/ VIDEOGRAPHY

Photographers and Videographers are restricted from the ceremony stage. Flash photography is approved throughout the church facility.

MUSIC AND SOUND SYSTEMS:

UA Church of Christ does not provide any musical instruments due to our use of *a cappella* music in worship. If instruments are desired for the event, please plan to provide them. Delivery and removal of instruments should be arranged with the Event Coordinator. The church's sound system and lighting are available for use, but shall be operated only by our technical ministry staff. We prefer all music to be downloaded on a flash drive and delivered to the Event Coordinator at least one week prior to the event. Selections are subject to review by the Event Coordinator. Content inconsistent with the Christian faith will not be permitted. A gratuity for the sound operator is appreciated.

PARKING:

The parking lot immediately behind the church building is available (up to 32 of 34 spaces). Additional parking may be available based on the time of the event by arrangement with the Event Coordinator. Guests should be warned not to park at any time in the Kappa Kappa Gamma small lot at University Ave. and 20th St. (adjacent to the Campus Center). It is not church property and cars are towed by a cruising tow truck.

CHILDCARE:

The church has a nursery area equipped for infants and toddlers available for rental. At least one attendant from Austin's Capital Grannies (www.austinscapitalgrannies.com) must be present in the nursery for any time it is in use. The number of adults present must comply with the ACG guidelines for caregiver to child ratios. The nursery attendants' compensation should be made directly through ACG rather than through UA. Parents shall remain on the premises while the nursery is in use.

MISCELLANEOUS:

- Alcoholic beverages are not permitted anywhere in the church buildings or on the UA premises before, during, or following use of the facility. Smoking is not permitted anywhere inside the church facilities. Violation will result in cancellation of the activity and forfeiture of security deposit.
- Only light refreshments may be served in areas of the building other than the kitchen, Activities Center or Campus Center. Food or beverages are not permitted in the Sanctuary, Chapel, or Room for Reflections.
- If church property or equipment is damaged or broken, the person(s) who reserved the premises will be responsible for the cost of repair or replacement. Initial costs will be taken from the security deposit and any remaining costs will be billed to the reserver.
- Unusual soiling of the carpets/furnishings will result in an additional charge for cleaning.
- The church is not responsible for any valuables left unattended in the facility; it is strongly suggested that you secure all belongings during events.
- Church offices are closed on evenings and weekends and telephone services are not available. Plan to use your cell phones.
- Please inform the Event Coordinator of any address/phone changes that may occur.

If you have questions regarding these guidelines or other issues, please contact the Event Coordinator. These guidelines will be available at all times for review.