

# Building Rental Policy

## Saint Richard's Episcopal Church

1420 East Palm Valley Blvd  
Round Rock, Texas  
(512) 255-5436

### A Message from the Rector

Dear Friends,

We are delighted to share what we have with you. Almost daily this space is a threshold for us to practice hospitality that honors God and our neighbors. Every day we encounter someone who is looking for a spiritual home or the comforting word of the Gospel of Jesus Christ.

We are delighted to partner with you in the ways that this document says we are, and we hope that this space frames your encounter with each other and our Lord God in a helpful and memorable way.

Welcome to St. Richard's! I am ever yours in Christ,



### St. Richard's Episcopal Church Building Rental Policies

The primary purpose of the St. Richard's Parish Hall is for the social development and fellowship of the parish community. The hall's secondary purpose is to provide facilities to non-church groups who wish to use the hall for spiritual, religious, or secular purposes consistent with the overall goals of the parish. It is expressly stated that permission to use the hall shall not be construed as endorsement of the non-church group. The use of the hall is encouraged so that the parish may grow as a faith community.

The Parish Hall is available for church members in good standing (parishioners who have pledged for at least the past 12 months), non-profit organizations, non-member(s), and business-related events. The Parish Hall will be available for rental during the hours of 7:00 a.m.-10:00 p.m. Monday through Saturday.

**Scheduling Process** All reservations are scheduled on a first-come, first-served basis. All events or activities should be scheduled at least one month in advance. To request use of the Parish Hall, a Building Use Request Form (Appendix A) must be completed and submitted to the Parish Administrator. This form can be downloaded from the website at [www.saintrichards.org](http://www.saintrichards.org) or obtained from the church office. Your requested date will be reserved on the Parish Calendar when all required documents and fees have been received by the Parish Administrator and when approved by the Rector or Senior Warden.

**Fees** A schedule of fees for the use of the facilities by all church members and non-profit organizations appears in Appendix B. A schedule of fees for the use of the facilities by all non-members and for business-related events appears in Appendix C. The Parish Hall is not considered reserved until the applicable deposits and fees have been paid. Notice of cancellation must be received no later than seven (7) calendar

days prior to the scheduled event. Cancellation refunds will be decided by the Rector or Senior Warden on a case-by-case basis.

**Responsible Party** An executed Building Lease Agreement is required for all groups and individuals. By signing the Building Lease Agreement, the Applicant is personally responsible for adherence to the rules and guidelines outlined in this policy.

**Hold Harmless** St. Richard's Episcopal Church shall be held harmless for any loss, damages, or injury of any kind arising out of use of the St. Richard's Parish Hall facilities located at 1420 E. Palm Valley Blvd, Round Rock, Texas, during any scheduled event.

**Caterers** If licensed catering services are desired, the Applicant's preferred catering service must be approved by the office of the Rector or the Senior Warden.

**Insurance** Applicants for the following types of events shall be required to provide, a week in advance of the event, a certificate of insurance of at least \$500,000 and naming St. Richard's Episcopal Church as an additional insured:

- Events serving beer or wine (Certificate of Insurance must show liquor liability coverage);
- Events anticipating attendance in excess of 125 attendees;
- Events that are multiple days in duration;
- Events at which a caterer will be serving.

**Audio/Visual Equipment** If use of the church's audio/visual equipment has been approved, arrangements must be made with the Parish Administrator to provide a trained technician to operate the equipment during your event. Private technicians are not permitted to operate church systems.

**Access to Building** Arrangements for building access must be made with the Parish Administrator. The Parish Sexton should be contacted with any issues regarding building access or equipment malfunction.

### **General Facility Care**

1. Church property such as chairs and tables may be used; table coverings and/or place settings **are not** available. Table measurements are: 60" diameter, capacity 8 seats.
2. NOTHING may be affixed to any surface in this facility by any method.
3. Use of lighted candles is prohibited.
4. Use of Sterno food warmers is permitted.
5. Basic cleanup is the **Applicant's** responsibility. All groups are responsible for cleanup following an event. A Clean-up Checklist is herein provided to the Applicant. The Applicant agrees to comply with the checklist and sign off on its completion. The facility will be evaluated by a church representative following the event. If janitorial services are required or if there is damage to any church property, the costs of remediating same will be deducted from the original deposit.

### **Parish Hall Kitchen Use Guidelines**

- Approved caterers may use the kitchen **only** for serving food. The person holding the event remains the responsible party for care and cleanup of the facility. Kitchen use refers to the serving of food prepared elsewhere, not the use of St. Richard's kitchen equipment, appliances, place-settings, and utensils by caterers or non-members.
- The kitchen cleanup checklist contained in this policy must be completed and signed by the Applicant.
- If the kitchen is left in an unsatisfactory condition by an organization or individual, their future use of the facility may not be approved.

## **Kitchen Clean-Up Checklist**

*No appliances of any kind may be used without proper training and certification.*

### **For Meeting Rooms only:**

- \_\_\_ 1. Empty Trash and replace trash can liners.
- \_\_\_ 2. Separate recyclables.
- \_\_\_ 3. Check bathrooms; be sure no water is running.
- \_\_\_ 4. All lights off.
- \_\_\_ 5. All doors locked.

### **For Parish Hall and Meeting Rooms:**

- \_\_\_ 1. All countertops cleaned with sanitizer (located \_\_\_\_\_).
- \_\_\_ 2. Refrigerator and freezer emptied of all food/beverages brought for this event and left clean and orderly.
- \_\_\_ 3. Refrigerator/freezer doors properly closed.
- \_\_\_ 4. Ice scoop placed on front of the machine – not inside.
- \_\_\_ 5. Floor swept and mopped.
- \_\_\_ 6. All utilities turned off.
- \_\_\_ 7. Highchairs cleaned, sanitized and returned to their place.
- \_\_\_ 8. Recyclables should be separated and placed in the recycle bin.
- \_\_\_ 9. Trash cans are to be emptied and bags put in the receptacles at the rear of the building. Clean replacement bags must be inserted in cans.
- \_\_\_ 10. Roll-up doors shut and locked.
- \_\_\_ 11. Check bathrooms and be sure no water is running.
- \_\_\_ 12. All lights turned off.
- \_\_\_ 13. Doors closed and locked if you have keys.

Checklist completed. Signature of Responsible Party:

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## **Alcohol Policy**

1. Alcoholic beverages (beer and/or wine only), when provided, must be served by TABC-licensed personnel, who must provide a certificate of insurance showing coverage for liquor liability no later than a week in advance of the event.
2. All applicable federal, state, and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
4. Food must be served when alcohol is present.
5. The groups or organizations sponsoring the activity or event at which alcoholic beverages (beer and/or wine only) are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.

**Prohibited Substances/Items** Smoking and the use of illegal substances are strictly prohibited in church facilities and on church grounds. Firearms are not permitted on church property except for those in the possession of on-duty law enforcement officers.

## Building Use Request Form

### St. Richard's Episcopal Church

Complete and return this form to the Parish Administrator to reserve a space and date for an event using Parish facilities. You will be notified upon approval of your request and the date will be reserved on the Parish Calendar.

**Group Name:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

\_\_\_ church member/non-profit organization (**reference App. B**)

\_\_\_ non-church member/business (**reference App. C**)

Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_ One Time Event    Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_ Recurring Event    Start Date: \_\_\_\_\_

Time: \_\_\_\_\_

Frequency: \_\_\_ weekly \_\_\_ monthly \_\_\_ quarterly \_\_\_ other \_\_\_\_\_

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

Expected Attendance: \_\_\_\_\_

**Space Requested (reference layout and seating capacities on reverse side):**

\_\_\_ Meeting Room A

\_\_\_ Meeting Room B

\_\_\_ Meeting Rooms A and B combined

\_\_\_ Parish Hall

\_\_\_ Kitchen (Insurance required for caterer) (Training required for church members)

\_\_\_ Use of Audio/Visual Equipment

Specific equipment requested: \_\_\_\_\_

(Arrangements must be made with Parish Administrator for a trained technician to be present at your event. Additional fees apply.)

**Set up:** No. tables \_\_\_ No. chairs \_\_\_ (see diagram of space and suggested set-up)



**Building Lease Agreement**  
**Church Members, Non-profit Organizations**  
**St. Richard's Episcopal Church**

The following sets forth the agreement between St. Richard's Episcopal Church and

\_\_\_\_\_.

St. Richard's agrees to lease the following space(s) on the date(s) shown and the time(s) specified below:

Space(s) to be used: \_\_\_\_\_

Number of people expected at event: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ Time(s) to be used: \_\_\_\_\_

Applicable fees:

Security deposit \_\_\_\_\_

Set-up fee \_\_\_\_\_ Audio/Visual fee: \_\_\_\_\_

Access to building for event \_\_\_Sexton \_\_\_Key \_\_\_Other \_\_\_\_\_

Sexton contact information: \_\_\_\_\_

AV technician scheduled for event \_\_\_\_\_

AV Technician's Contact Info: \_\_\_\_\_

**AGREEMENT:** I, Applicant, have read and agree to abide by and implement the policies as set forth in the Building Rental Policy of St. Richard's Episcopal Church and agree to pay the fees enumerated above. All fees are due upon the execution of this agreement, including a Certificate of Insurance (if required).

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

(Applicant)

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

(St. Richard's Representative)

**\* Please make Checks or Money Orders payable to: St. Richard's Episcopal Church**



# **Schedule of Building Use Fees**

## **Church Members and Non-profit Organizations**

### **St. Richard's Episcopal Church**

1. All church member and non-profit-related rental events will be subject to the fees and conditions shown below:

a. Security deposit required for use of meeting room(s): \$250

b. Security deposit required for use of Parish Hall (including kitchen and meeting rooms): \$500

The security deposit will be returned upon satisfactory compliance with the terms of the agreement as determined by the Rector or Senior Warden. Additional cleaning fees and/or damages may result in full or partial reduction of security deposit refund.

2. Audio/Visual Tech Support: \$100

3. Set-up fees (includes tear-down and clean-up):

a. one meeting room: \$50

b. two meeting rooms: \$100

c. Parish Hall, events with up to 125 attendees: \$200

d. Parish Hall, events with more than 125 attendees: \$300

e. Parish Hall with meeting rooms: \$350

**Building Lease Agreement**  
**Non-Church Members, Business Organizations**  
**St. Richard's Episcopal Church**

The following sets forth the agreement between St. Richard's Episcopal Church and

\_\_\_\_\_.

St. Richard's agrees to lease the following space(s) on the date(s) shown and the time(s) specified below:

Space(s) to be used: \_\_\_\_\_

Number of people expected at event: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ Time(s) to be used: \_\_\_\_\_

Applicable fees:

Security deposit \_\_\_\_\_ Lease fee: \_\_\_\_\_

Set-up fee \_\_\_\_\_ Audio/Visual fee: \_\_\_\_\_

Access to building for event \_\_\_Sexton \_\_\_Key \_\_\_Other \_\_\_\_\_

Sexton contact information: \_\_\_\_\_

AV technician scheduled for event \_\_\_\_\_

AV technician contact information: \_\_\_\_\_

**AGREEMENT:** I, Applicant, have read and agree to abide by and implement the policies as set forth in the Building Rental Policy of St. Richard's Episcopal Church and agree to pay the fees enumerated above. All fees are due upon the execution of this agreement, including a Certificate of Insurance (if required).

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

(Applicant)

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

(St. Richard's Representative)

**\* Please make Checks or Money Orders payable to: St. Richard's Episcopal Church**

# Schedule of Building Use Fees

## Non-Church Members and Business Organizations

### St. Richard's Episcopal Church

1. All church member and non-profit-related rental events will be subject to the fees and conditions shown below:

- a. Security deposit required for use of meeting room(s): \$250
- b. Security deposit required for use of Parish Hall (including kitchen and meeting rooms): \$500

The security deposit will be returned upon satisfactory compliance with the terms of the agreement as determined by the Rector or Senior Warden. Additional cleaning fees and/or damages may result in full or partial reduction of security deposit refund.

2. Audio/Visual Tech Support: \$100

3. Set-up fees (includes tear-down and clean-up):

- a. one meeting room: \$50
- b. two meeting rooms: \$100
- c. Parish Hall, events with up to 125 attendees: \$200
- d. Parish Hall, events with more than 125 attendees: \$300
- e. Parish Hall with meeting rooms: \$350

4. Building Lease fees:

There is a four (4) hour minimum requirement on building lease daily rates below.

- a. one meeting room: \$50 (\$100 after 4 hours)
- b. two meeting rooms: \$75 (\$150 after 4 hours)
- c. Parish Hall: \$100/hour
- d. Parish Hall with meeting rooms: \$125/hour