

Building Usage 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!

St. Richard's Episcopal Church Building Usage 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 use 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) and a Building Use Agreement (Appendix B) must be completed and submitted to the Parish Administrator. These forms can be downloaded from the website at 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, non-profit organizations, 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 Use Agreement (Appendix B) is required for all groups and individuals. By signing the Building Use 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:

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.

Date Received _____

Initials _____

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

___ non-church member/business

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

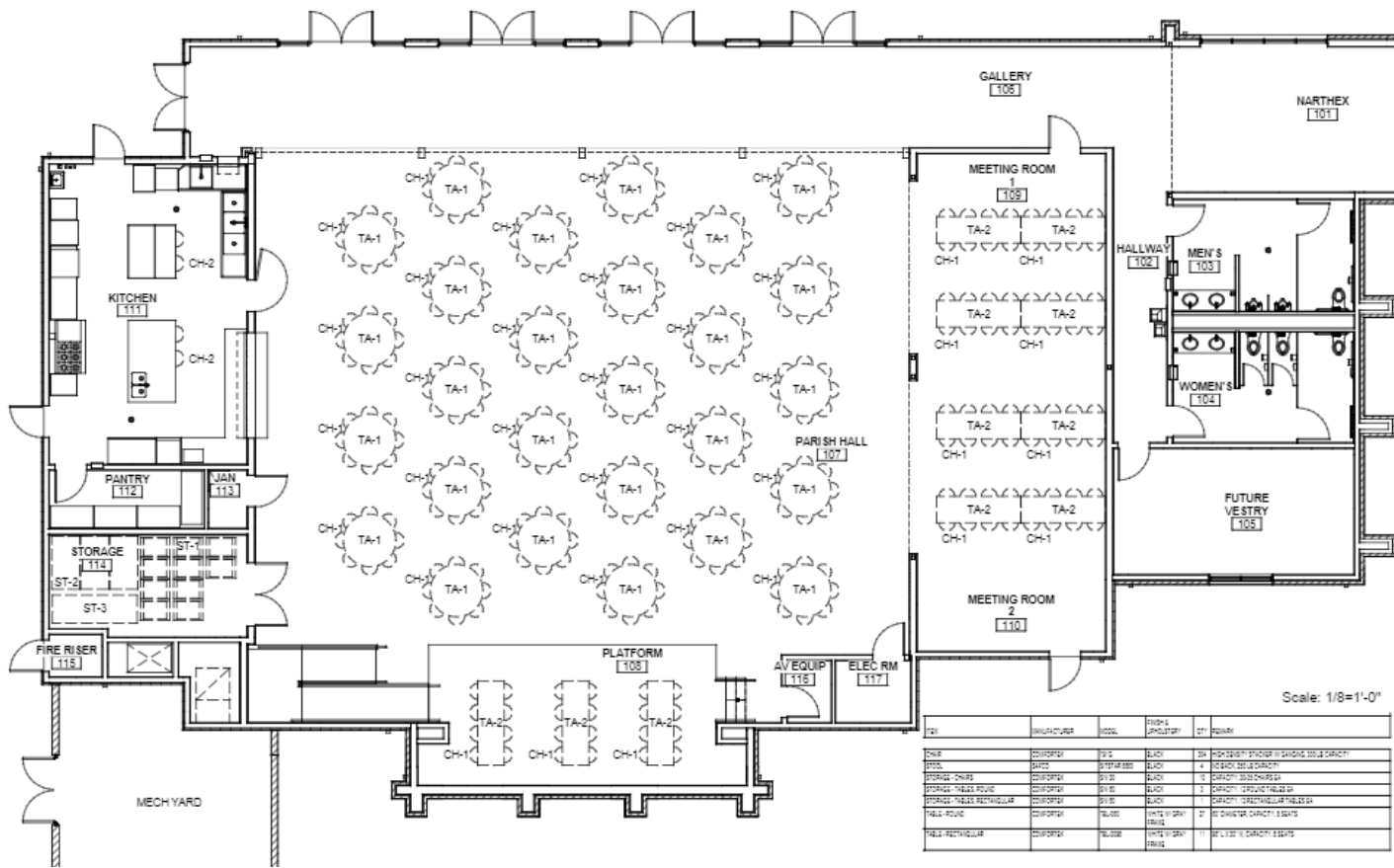
___ Kitchen (Insurance required for caterer) (Training required for church members)

___ 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)



Scale: 1/8"=1'-0"

NO.	STRUCTURE	TOTAL	FINISH	UNOCCUPIED	BY	REMARKS
CHURCH	CHURCH	312	BLVD	30	BY	NON SEATED SEATING @ BANDING SEATING CAPACITY
STAGE	STAGE	24	STAGE	0	BY	10 SEATING SEATING CAPACITY
STORAGE - CHURCH	CHURCH	32	BLVD	0	BY	CAPACITY SEATING CAPACITY
STORAGE - HALL ROOM	CHURCH	32	BLVD	0	BY	CAPACITY SEATING CAPACITY
STORAGE - HALL RECTANGULAR	CHURCH	32	BLVD	0	BY	CAPACITY SEATING CAPACITY
HALL ROOM	CHURCH	24	BLVD	0	BY	10 SEATING CAPACITY SEATING
HALL RECTANGULAR	CHURCH	24	BLVD	0	BY	10 SEATING CAPACITY SEATING

Seating Capacities

Meeting Room A: 32

Meeting Room B: 32

Parish Hall: 216 (240 including stage seating)

Total seating: 304

Building Use Agreement

St. Richard's Episcopal Church

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

_____.

St. Richard's agrees to supply 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 Use 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

St. Richard's Episcopal Church

1. All events will be subject to the fees and conditions shown below.
2. 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.

St. Richard's Episcopal Parish Hall Fee Schedule					Non – Church Members/ Businesses		Church Members/ Non-Profits	
Option #	Space	Space Capacity	Security Deposit	Setup & Tear Down & Clean-up	Usage Rate	Additional Hourly Fee	Usage Rate	Additional Hourly Fee
1	Vestry Room	12	\$100	\$25	\$50 (Up to 2 Hours)	\$25 (Per Hour after 2 hrs)	\$25 (Up to 2 Hours)	\$12.50 (Per Hour after 2 hrs)
2	One Meeting Room	32	\$250	\$50	\$200 (Up to 4 Hours)	\$50 (Per Hour after 4 hrs)	\$100 (Up to 4 Hours)	\$25.00 (Per Hour after 4 hrs)
3	Two Meeting Rooms	64	\$250	\$100	\$300 (Up to 4 Hours)	\$75 (Per Hour after 4 hrs)	\$150 (Up to 4 Hours)	\$37.50 (Per Hour after 4 hrs)
4	Parish Hall	216 (240 including stage seating)	\$500	\$300	\$1,050 (Up to 6 Hours)	\$175 (Per Hour after 6 hrs)	\$525 (Up to 6 Hours)	\$87.50 (Per Hour after 6 hrs)
5	Parish Hall and all Meeting Rooms	304 (316 including Vestry Room Seating)	\$500	\$350	\$1,200 (Up to 6 Hours)	\$200 (Per Hour after 6 hrs)	\$600 (Up to 6 Hours)	\$100 (Per Hour after 6 hrs)

SETUP & TEAR DOWN PRICING CONTRACTS FOR 3 VENDORS NEEDS TO BE REVIEWED AND/OR ESTABLISHED*