

Building Use Packet

First Christian Church
San Marcos, TX 78666



Included:

Information Request Form

Usage Agreement

FCC Policies

Fee Structure

Invoice

Closing Checklist

Building Use Information Request

First Christian Church

3105 Ranch Rd 12
 San Marcos, TX 78666
 Ph: 512-396-1929

Date of Application: _____

*events are booked on a first-deposit-received basis.

Type of Program or Event:	Name of Organization:
Primary Contact:	Secondary Contact:
Address:	Address:
City, State, Zip:	City, State, Zip:
Daytime Phone:	Daytime Phone:
Email:	Email:
Name of other person(s) Responsible for event:	

Sanctuary

Chapel

Fellowship
Hall

Education
Wing

Set Up Date:

Building Use Time:

Event Date:

Building Use Time:

*Please include open - close times with clean up included. Additional times may be available if calendar permits and request is approved by the office.

Event Information:

Minister Needed?	Kitchen Use?*
Approx. # of Guests?	# of tables needed?
AV Needed?	# of chairs needed?
Any Other Special Elements?	Will food be served?*

**See Policies and Procedures

FIRST CHRISTIAN CHURCH
3105 RANCH ROAD 12
SAN MARCOS, TX 78666

BUILDING USE AGREEMENT

The person named below, as the duly authorized representative of _____, the aforementioned group or organization, release and discharge the First Christian Church (FCC) and any of its members, officials, agents, or employees from and agree that the church and any of its members, officials, agents, or employees shall not be responsible for any liability and damages from or related to our organization's use of any FCC facilities. I understand that the reason for this agreement is that FCC has provided the use of their facility to me and/or my organization for a usage charge and gave us building procedures and policies. For that reason, the church cannot be expected to be responsible for any injuries that may occur as a result of our personal or organization's use. Therefore, on behalf of me and/or my organization, I agree to indemnify, defend and hold the First Christian Church, its members, officials, agents and employees harmless for any lawsuits, claims, or actions in any way arising over our use of their facilities. I assure that myself and/or my organization has, or will obtain prior to the use of the facility, liability insurance which provides coverage for any liability arising from the use of church property which proximately causes personal injury or property damage.

If permission is granted, we agree to comply with the rules and regulations of the First Christian Church governing the use of buildings as set forth by their guidelines packet.

We have read carefully and understand the information in First Christian Church's Building Use Packet, including the information request form, policies and procedures, fees, and closing check lists.

We understand that our event date will be reserved on the church calendar when the deposit fee is received in the church office. We agree to utilize these guidelines and wish to schedule the above facilities, date, and times for our event on _____.

Signature:

Signature:

Print
Name:

Print
Name:

Position:

Position:

Date:

Date:

Received
By:

Received
On Date:

FCC POLICIES REGARDING THE USE OF THE FACILITIES AND/OR EQUIPMENT

Effective 10/25/14

Welcome to First Christian Church! Thank you for choosing us for your event venue. We are excited to have you! In order to ensure the success of your event, we have compiled information to explain all of our policies and procedures. Please use this as a guide while planning and executing your event. If you have any questions, please contact the office at 512-396-1926 or email fcc@fcc-sm.org

INTENT

The facilities of the church are primarily for the use of the members of church. The church is here, also, to serve an ecumenical need in the community by sharing its facilities. First Christian Church of San Marcos, Texas, limits the use of these facilities to those activities which are in keeping with a Christian philosophy and those of a non-political nature.

RESERVATIONS

Request for use of facilities and/or equipment are to be processed through the Church Office. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of the Church have priority over all other requests.

The sanctuary is available for religious services other than weddings and funerals. Requests for such use, if they are other than community related, must be processed through the Church Board. Requests not covered by these policies must be directed to the office.

BUILDING USE POLICIES

1. All persons desiring use of the church facilities and/or equipment for activities which are not church related must sign an agreement with the church. The agreement acknowledges the person's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
2. The sanctuary will be used only for activities of a religious nature. It will not be decorated using any signs, symbols, etc., except as directed by the Worship Department; however, floral arrangements may be used. The communion table may not be used for any purpose other than that of its primary symbolic function. The communion table shall not be removed from the chancel area and no objects may be placed upon it except those used during communion. The pulpit and lectern may be moved, but NOT removed.
3. Activities are to be restricted to the area(s) of the facility which has/have been reserved.
4. Decorations must not damage the facility or furnishings in any way. Decorations may not be taped or stapled to pews, walls, or to other furnishings. If candles are to be used, a protective covering must be provided for carpet and furnishings. All decorations must be removed by the party using the facility.
5. Youth groups using the facility and/or equipment must have adequate adult supervision.
6. Use of the sound system is permitted only under the supervision of such persons duly authorized by the Property Department.
7. Use of the piano, for any function, is permitted only under the supervision of the Worship Director or such persons duly authorized by the Worship Director. The organ is NOT available.
8. First Christian Church has a no alcohol and no tobacco on premises policy. Any guest caught on the premise with alcohol of any kind will be asked to leave and will not be permitted to participate in the wedding. If liquor bottles are discovered, in areas where event members were, there will be an additional charge billed.

9. Flash photography may be taken during events. At no time is the photographer/ videographer allowed to stand on the communion table.
10. All decorations (flowers, candles, pew bows, etc.) must be removed after the event. If all decorations are not removed, there will be an additional fee.
11. Decorations may not be placed on the center aisle floor. This includes, but is not limited to, vases with floating candles, vases containing flowers or other items that might cause someone to trip and fall or get knocked over and saturate the carpet.
12. First Christian Church has no space for storing items that you may have rented for your event. We ask that you remove your rented and decorative items after the event so that we may restore the Sanctuary. Any rented articles not belonging to the church must be removed or an additional fee will be charged for removal.
13. First Christian Church is not responsible for the loss or theft of borrowed or rented articles, or of any other property of the wedding party, the guests or servants or agents of the wedding party.
14. NO decorations of any type are to be placed on the communion table, including candles, floral arrangements, unity candle stands, coins, lassos, or other decorations.
15. Furniture in the chancel and in the Narthex may not be removed. Table decorations may be used in the Narthex.
16. The use of nails, glue, tape, pins, tacks or any other process that causes damage is prohibited. This includes door hangers on the outside of the front doors or nails/tacks hammered into the top of the door to hold ribbons. The doors fit their frames so tightly that door hangers scratch off the paint on the frame.
17. Only flameless, mechanical, spring-loaded candles, LED candles or candles in self-contained glass holders that will contain wax drippings may be used. Any type of candle requiring water is prohibited.
18. One large floral arrangement may be left at the church to be used during the Sunday worship service. Please notify the office if you plan to leave an arrangement.
19. No equipment or furniture will be loaned to members, or non-members, without being processed through the Property Department.
20. No kitchen equipment (silver service, utensils, glassware, etc.) may be removed from the church facility without the written approval of the Property Department Chair.

WEDDING POLICIES

1. Real flower petals may NOT be used to scatter on the floor. You may use fake flower petals scattered down the aisle in preparation for the entrance of the bride.
2. If you want your guests to "shower" you as you leave the church, we ask that you have them toss birdseed instead of rice or confetti. Since rice is harmful to birds, the birds and we will thank you. Confetti or rice may not be placed for distribution in the Sanctuary or Narthex and may not be unattended. Birdseed, bubbles, etc. must be distributed and used outside of the church after the ceremony.
3. Bridal parties may bring food and drinks (non-alcoholic) on the day of the wedding. Please note that FCC does not furnish cups/silverware/paper plates or napkins. The bridal party will need to furnish these items.
4. The bride and her attendants will utilize the conference room for dressing and final preparations before the ceremony. The groom and his attendants will be making their final preparations in the Chapel. It is your responsibility to arrange for the care of any items belonging to the wedding party before, during, and after the wedding, and for the removal of those items immediately following the wedding service. FCC is not responsible for your personal belongings before, during or after the wedding ceremony.

5. Aisle runners that are securely pinned and fake rose petals are acceptable. Please advise your florist of these guidelines when you are planning your wedding décor.
6. If a unity candle is used, a protective, flame retardant surface must be provided under the candle to prevent wax dripping on the carpet. The Unity candle may NOT be placed on the Communion table. A small table is available if needed.

STAFF MINISTERS AND GUEST MINISTERS

The ministers on staff at First Christian Church are available to officiate or be a part of your event as their schedules permit. The officiating minister will plan your ceremony and rehearsal with you in a private conference. It is your responsibility to schedule the planning conference about two to three months prior to your wedding date. It is also your responsibility to obtain a guest minister in the event our staff ministers are not available. If you obtain a guest minister, you will need to fill out information about your minister on the Information Request Form. When a minister other than a resident minister will be conducting a service in the church, such as a wedding, the guest minister should contact the resident minister to verify the arrangements and receive any special instructions/ assistance which may be required.

FEE STRUCTURE

A security deposit of \$100.00 or 50% of the total fees, whichever is greater, is required to reserve the facilities. This deposit will be deducted from the Building Use fees due for the contracted usage fees. The total fees due for the building use will be paid on or before the day of the event. Fees for unanticipated additional hours for the key holder or AV/Sound technician will be paid at the conclusion of the event. Any additional charges for damages, extra custodial expenses, etc. will be billed to the responsible party.

The personnel fees for AV/Sound Technician and Key Holder or any in-house vendor are required from **all** persons using the facilities.

Long term use of the church facilities must be approved by the Church Board.

WEDDING FEES:

Sanctuary & Narthex - \$2,000

(Includes use of the Narthex and Sanctuary, plus the conference room and chapel for the Bride and Groom.)

Chapel & Narthex - \$500

(Includes use of the Narthex and Chapel, plus the conference room and one extra room for the Bride and Groom.)

Fellowship Hall & Kitchen - \$2,000

(Refrigerator space as available; does not include use of church's dishes, glassware, utensils, etc.)

Key Holder - \$90 minimum

(Covers the first 6 hours; \$15/hr. for every hour over the first 6.)

Cleaning fee - \$150

AV/Sound Technician - \$50 per hour

Extra Education Building rooms - \$40 per HVAC zone

Any extra personnel such as Wedding Coordinator, Minister, and Musicians can be recommended as needed and fees negotiated directly with those people.

PARTY:

Fellowship Hall & Kitchen - \$200 (Maximum of 6 hours – additional hours @ \$50/hour)

(Includes use of playground, refrigerator space as available; does not include use of church's dishes, glassware, utensils, etc.)

Key Holder - \$90 minimum

(Covers the first 6 hours; \$15/hr. for every hour over the first 6.)

AV/Sound Technician - \$50 per hour

Extra Education Building rooms - \$40 per HVAC zone

FRATERNITY/SORORITY EVENTS:

Sanctuary & Narthex - \$50 per hour

(Includes use of the Sanctuary and Narthex)

Fellowship Hall & Kitchen - \$50 per hour

(Refrigerator space as available; does not include use of church's dishes, glassware, utensils, etc.)

Key Holder - \$90 minimum

(Covers the first 6 hours; \$15/hr. for every hour over the first 6.)

AV/Sound Technician - \$40 per hour

Extra Education Building rooms - \$40 per HVAC zone

MEETINGS:

Sanctuary & Narthex - \$50 per hour

(Includes use of the Sanctuary and Narthex)

Fellowship Hall & Kitchen - \$50 per hour

(Refrigerator space as available; does not include use of church's dishes, glassware, utensils, etc.)

Key Holder - \$90 minimum

(Covers the first 6 hours; \$15/hr. for every hour over the first 6.)

AV/Sound Technician - \$40 per hour

Extra Education Building rooms - \$40 per HVAC zone

PARKING LOT:

Non-profit organization rate - \$100 per day (8 to 10 hours)

(Includes **ONLY** parking lot – **NO** building access)

Private/Corporate/For profit rate - \$300 per day (8 to 10 hours) If longer hours are needed rate will be negotiated.

(Includes **ONLY** parking lot – **NO** building access)

If bathroom access is necessary, or desired Key Holder rates will apply, plus bathroom use charge for water & AC:

Key Holder - \$90 minimum

(Covers the first 6 hours; \$15/hr. for every hour over the first 6.)

Bathroom use charge - \$75

INVOICE

EVENT: _____ DATE: _____

Responsible Party: _____

Billing address: _____

Building Use Fees for:		
		\$
		\$
		\$
		\$
	Total Building Use Fees	\$
Key Holder		\$
Cleaning		\$
Sound Technician		\$
	TOTAL DUE	\$
Deposit Received On		
Deposit Received By		
Check #	Deposit	\$
	BALANCE DUE	\$
Received On		
Check #		
Additional fees for:		
		\$
		\$
		\$
	Total for Additional Fees	\$
Received On		
Check #		

FCC Closing Checklist

√	Action
	Check for anything left behind & place in lost and found
	Pick up sanctuary (trash, pencils, etc.)
	Turn off all lights that were in use.
	Turn thermostats to original temperature they were found.
	Check the bathrooms and shut off the lights.
	Ensure building is in same order as you found it.
	Ensure all interior and exterior doors that are lockable are locked. (check all doors, including deck, education hall, and fellowship hall)
	Set Alarm on the way out.
	Double check to make sure the door is closed when you leave. (The office door will sometimes catch)

Thank You! 😊