



Building Usage Form: Contract for Concert/Recital

First Presbyterian Church of Austin

8001 Mesa Drive, Austin TX 78731

First Presbyterian Church is pleased to offer our Sanctuary as a performance venue for non-profit groups, and music and the arts. We look forward to sharing our facility with your organization.

Today's Date: _____

Approval Date: _____

Submitted by (print): _____

Approved By: _____

Signature: _____

ORGANIZATION INFORMATION

Name of Organization: _____

501(c)3: yes no Type of Business: _____ Tax ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Contact Person: _____ E-mail address: _____

Phone #'s: _____

This person will be the only one recognized by the church regarding all arrangements.

FACILITY TIME AND SPACE REQUIREMENTS

(billed in 3-hour time blocks, 1 dress rehearsal included per performance)

Performance Date (s)	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm

Rehearsal Date(s)	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm
	MM/DD _____	From _____	am/pm	To _____	am/pm

ROOMS AND RESOURCES

	Sanctuary	Choir Rm	Narthex	Parlor	Sheffield	Organ	Piano	Harpsichord
Performance	___	___	___	___	___	___	___	___
Rehearsal	___	___	___	___	___	___	___	___

If multiple rooms, please describe: _____

Setup time needed: _____ hrs Setup diagram provided

Card Key Issued: yes no to: _____

Arrangements must be made to pick up a key, if necessary, 5 days before date needed

All groups must provide proof of liability insurance as described in the general information.

SCHEDULE OF FEES AND PAYMENTS

GENERAL PRINCIPLES

Groups directly responsible to the missions and ministries of the Church will not be charged a fee (PCHAS, SCMS, Day School, Emmaus, Boy Scouts Troop #1 only, etc.). Other groups shall be charged a fee for Church use according to the schedule below (academic training, fitness/wellness, AA, etc.). Director approval of application is required for all non-FPC events. In the case of simultaneous receipt of requests for use of the same space, priority of space usage will be:

1. Worship, including memorials and weddings
2. FPC Ministry events
3. Church-sponsored activities and meetings
4. Other church/religious organizations
5. Non-profit organizations
6. Concerts and events that support music and the arts
7. Community/educational/awareness programs
8. Private use by church members (must pay fees)

To request use of church facilities and receive confirmation of date and space reserved, an FPCA Building Usage Form is to be filled out and submitted to the church office with a 50% deposit, proof of Liability Insurance, and signed Hold Harmless waiver. Requests cannot be confirmed more than 6 months in advance of the usage date. Except by special waiver, all fees must be paid 30 days prior to your event. There will be no waiver of the key fees or security requirements.

ROOM FEES (rental fee charged in 3-hour blocks)

Sanctuary/Narthex	\$350	_____	
Extra Rehearsal (per 3 hour)	\$150	_____	
Choir Room	\$100	_____	<i>(included for concerts, with Sanctuary rental)</i>
Sheffield Room	\$100	_____	
Parlor	\$50	_____	
Annex	\$35	_____	
Nelson Classroom (s), each	\$50	_____	
Youth Suite	\$100	_____	
Rissman Hall	\$300	_____	
Rissman Kitchen Use	\$100	_____	<i>(if ANY food is planned for a Rissman event, no exceptions)</i>
Multi-Purpose Room	\$100	_____	

SETUP/CLEANUP FEES

Choir risers in sanctuary	\$125	_____	
Chair reset in sanctuary	\$100	_____	
Chair reset in Rissman Hall	\$100	_____	<i>(if varies from standard setup)</i>
Banquet setup in Rissman Hall	\$100	_____	<i>(if varies from standard setup)</i>
Carpet cleaning	\$300	_____	
Piano Tuning	\$300	_____	<i>(must be scheduled by FPCA)</i>
Move musical equipment	\$100-\$300	_____	<i>(depends on instrument)</i>
Tablecloth cleaning, each	\$10	_____	
Lost key fee	\$50	_____	

Total Fee Due: \$ _____

Deposit Received: (date) _____ **(amount)** _____ **Check #** _____ **Cash** _____

A 50% non-refundable deposit is due upon signing of the contract

Final Payment: (date) _____ **(amount)** _____ **Check #** _____ **Cash** _____

Due in full 30 days prior to the performance date



Certificate of Insurance Request Form

First Presbyterian Church of Austin

It is a policy of this Church to require all contractors, service companies and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance. The appropriate form must be attached to this sheet, prior to any work or event occurring, naming this church as an additional insured and sent to:

First Presbyterian Church of Austin
8001 Mesa Drive
Austin, Texas 78731
Email: fpc@fpcaustin.org

Name of contractor/organization: _____

Address: _____

Contact person: _____ Title: _____

Phone number: _____

Description of activity/job/event: _____

Approximately how many people will be involved in the activity/job/event? _____

What types of activities will be included in this event (e.g., dancing, construction, climbing ladders, use of power tools, meetings, etc.)? _____

Amount of coverage: _____ Name of insurer: _____

Phone number of insurer: _____ Policy expiration date: _____

Limits of Liability: _____

Do you have an umbrella policy? Yes No

Are all workers included under your workers' compensation policy? Yes No

Is our church/organization named as an "additional insured"? Yes No

Signature: _____

Date: _____

For church use:

I have looked at the attached paperwork and have approved the above named agency/group/business to use the church facility for the purpose described above.

Name: _____ Date: _____

Title: _____



Church Facility Usage and Hold Harmless Agreement

First Presbyterian Church of Austin, Texas

I/We the undersigned authorized representative(s) of _____
 (hereafter the "Organization") of the city of _____, state of _____
 shall be using the First Presbyterian Church of Austin buildings and grounds (hereafter the "Church") from
 _____ to _____, 20 _____, for the purpose of _____

 _____ hereafter referred to as the "Activity."

I/WE UNDERSTAND AND AGREE THAT NEITHER THE CHURCH, NOR ITS TRUSTEES, REPRESENTATIVES, EMPLOYEES, AND AGENTS MAY BE HELD LIABLE IN ANY WAY FOR AN OCCURRENCE IN CONNECTION WITH THE ACTIVITY WHICH MAY RESULT IN INJURY, HARM, OR OTHER DAMAGES TO THE UNDERSIGNED OR MEMBERS OF OUR ORGANIZATION AND GUESTS, INVITED OR NOT. RATHER, I/WE AGREE THAT OUR ORGANIZATION ALONE SHALL BE RESPONSIBLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY OR DEATH THAT MAY OCCUR DURING OUR USE OF THE PREMISES.

AS PART OF THE CONSIDERATION FOR BEING ALLOWED TO USE YOUR FACILITY, BUILDING AND GROUNDS AS WELL AS ALL APPLIANCES AND FIXTURES IN THE ACTIVITY, I/WE RELEASE THE CHURCH, ITS TRUSTEES, GOVERNING BOARD, EMPLOYEES, AGENTS, OR REPRESENTATIVES FROM ANY CLAIM FOR DAMAGES AND LOSSES, INJURY OR DEATH ARISING OUT OF, INCIDENTAL TO, OR IN ANY WAY RELATED TO THE PREPARATION AND CLEANUP OF, STORAGE OF EQUIPMENT OR INSTRUMENTS OR PARTICIPATION IN THE ACTIVITY.

I/WE FURTHER AGREE TO INDEMNIFY, DEFEND, SAVE, AND HOLD HARMLESS THE CHURCH, ITS TRUSTEES, EMPLOYEES, AGENTS, OR REPRESENTATIVES FROM ANY CLAIM, LOSS, DAMAGE, SETTLEMENT, OR EXPENSE (INCLUDING REASONABLE ATTORNEYS' FEES) INCURRED, RESULTING FROM, OR ARISING OUT OF OR PARTICIPATION IN ANY FORM OR FASHION IN THE ACTIVITY.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We have fully read the Church Building Usage policies and procedures and security policies relevant to the agreed upon occupied spaces in the Building Usage Contract and Key Release Contract and agree to abide by and enforce these policies and procedures while I/we are present at the Church.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Facility Usage and Hold Harmless Agreement

this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

_____ (ORGANIZATION ADDRESS)

_____ (ORGANIZATION PHONE)

_____ (ORGANIZATION EMAIL)

BY:

Signature: _____

Title: _____

NOTARY SEAL



Building Use Policies and Procedures

First Presbyterian Church of Austin

The facilities and equipment of FPCA exist for the primary purpose of serving God through FPCA's organizations and ministries. Any event directly connected to the life and ministry of the church will be given preference, even if another event has been previously scheduled for the same date and time. FPCA will make every effort to accommodate all scheduled events, but flexibility in room assignments may be required.

FPCA Policies

1. All groups will be charged the same fees for rentals of a similar nature. FPCA will not discount usage for members, small groups or non-profits. FPCA will not barter services for fees. FPCA is not in the rental business; the fees requested are intended to defray FPCA's costs including heat and air, electricity, maintenance and custodial needs.
2. Organizations engaged in partisan political campaigns are not eligible to use church facilities. FPCA is not to be used as a polling place as it violates the "locked facility" policy.
3. Use of the facilities is limited to events occurring from 9 a.m. to 10 p.m. All buildings must be vacated by 10:30 p.m.
4. FPCA is a "locked facility." Doors are unlocked for worship, all-church events, and concerts in the sanctuary where the public is invited. All other events will receive an electronic access card scheduled for the particular event use. It is the responsibility of the renting organization to provide a "greeter" that will allow door access to the scheduled meeting or event.
5. Serving and consumption of alcoholic beverages on the FPCA campus is prohibited unless a group or organization receives approval by vote of the FPCA Session. If approval is attained, groups must follow strict policies related to alcohol on the FPCA campus.
6. Pets/animals that are not a part of a scheduled event or program, with the exception of service animals, are not allowed inside any building on church property.
7. All church buildings and walkways are "smoke-free" facilities. No smoking is allowed on church play areas, labyrinth or in the memorial garden.
8. Room usage is limited to the spaces identified on the FPCA Building Usage Contract. Groups/Persons that have been issued a key must understand that having a church key does not provide unrestricted use of FPCA facilities. Use, time period and access to rooms/facilities other than those assigned are required to have prior office approval.
9. Users of space will be liable for set-up, clean-up and break-down fees of ALL areas that are used, as well as damage and repair fees.
10. FPCA has strict policies regarding safety and supervision of children and may request to review your supervision, background checking, and discipline policies prior to agreeing to a rental. Children and youth are not allowed on the playground unless your rental event agreement involves playground use.

Building Use Rules and Procedures

General Information

1. Please be aware that valuables should not be left in any rooms during concerts and events.
2. Any signs must be free standing and removed immediately after an event. No tape of any kind may be used to post indoor signs on doors, walls or wood surfaces. NO TAPE, TACKS or STAPLERS should be used for signs.
3. The renting organization is responsible for any excessive cleanup or damage done to the property. An organization will be charged for damages or excessive cleanup.
4. A map to the church is provided on the FPCA website. It may be used for publicity purposes.

Contact Information

The church provides one contact person for an event or performance. This is usually the Director of Operations or a designee. He/she will make all arrangements for the event and all questions will be addressed directly to him/her. An organization will provide contact person to be in communication with the designee. This person will be responsible for all communication with the church.

Insurance and Liability

1. All potential renting organizations must provide FPCA with a copy of their Liability Insurance Policy listing "First Presbyterian Church of Austin, Texas" as "Additional Insured" with their signed contract and deposit.
2. Uninsured groups, individuals and for-profit groups will be subject to approval for rentals by the Director of Worship and the Arts and/or the Director of Operations depending on the nature of the event. Approval will be limited since this means FPCA accepts liability if an incident occurs during the event.
3. All events involving children under the age of 18 must provide the renting organization's Child Protection Policy to FPCA prior to its event for FPCA review.

Furniture and Equipment

1. WE STRONGLY RECOMMEND taking pictures of the initial setup of an FPCA room prior to an event with a cell phone camera. This will ensure that all furniture and equipment is returned to its original location. Rearrangement of a room may incur additional charges, so please reset the room at the conclusion of an event.
2. Floor markings or securing of electrical cords must be done with blue painters tape only.
3. No tables, chairs or other equipment may be placed in the fire exit walkways.
4. No equipment, including instruments, may be stored at the church. The church is not responsible for damage for non-church owned equipment.
5. Church equipment should be used only by authorized persons. Such equipment includes such things as computers, copiers, the sound system, piano, organ, DVD players, and projection equipment.
6. The Church copiers, phones and office equipment are for church use only.

Security - Doors, Lights and Locks

1. Do not open the door for anyone but a member of your group or a guest for the event.
2. It is the responsibility of the renting organization to remain until the door is locked.
3. If a locked door is propped open for any reason, the renting organization and the individual who interfered with the electronic access system will not be invited to return for future performances and events at FPCA.
4. Be certain to check the restrooms prior to leaving to ensure that lights are out and all water has stopped.

Other Guests, Homeless or Visitors in Need

Please do not allow guests who are not a part of your event or visitors in need into the building. All guests must have requested access through the church office. Do not provide money, bathroom use, food or any other material donations to visitors in need. If it is after hours, please let the family or individual know that Church staff is unavailable at that time and no immediate help can be provided. If there is a difficult situation, please do not hesitate to call 911 and have the Austin Police Department escort an individual from the campus. FPCA does not press charges for trespassing. FPCA supports many agencies and programs that help the homeless and families in need in the Austin community. Only a pastor is equipped to counsel with these individuals. To see a pastor, visitors must return Monday - Thursday between 9 am and 3pm (it is advisable to call and make an appointment, (512) 345-8866).



Sanctuary Rental Rules

First Presbyterian Church of Austin

Occupancy – 300 persons max

The FPCA sanctuary is typically set with 200-220 chairs. The maximum occupancy **300 persons** including all performing musicians or actors. If you wish to add additional chairs to the existing setup, there will be a setup fee.

Booking the Sanctuary

1. All scheduled concerts will include one dress rehearsal per concert date at no charge.
2. A single rehearsal or concert will be measured in 3-hour blocks of time. A director or organizer may arrive up to 1 hour in advance to unload equipment or set up music and materials. Tuning of special instruments must also be scheduled on the FPCA calendar, but will not incur a rental fee.
3. A concert booking includes use of the sanctuary, narthex and choir room. Please do not assume that other unoccupied rooms are available for use. Make sure that ALL warm-up and rehearsal needs are indicated when the performance and rehearsals are booked. Extra room usage may incur a rental fee.
4. Dressing rooms for ensemble members or instrumentalists to gather may be reserved in advance, if available. Please do not use rooms that were not reserved in advance.

General Information

1. No food or drink is allowed in the narthex, sanctuary or choir room. Sealed water bottles are the exception, for performers only. Meals should be scheduled to occur in a location off of the FPCA campus.
2. Church banners and liturgical decorations will not be removed for concerts and performances.
3. No helium balloons are allowed in the church sanctuary.
4. The group must dispose of all water bottles, programs, signage, trash, etc. at the completion of the concert or rehearsal. Excessive trash should be taken to the exterior dumpsters.
5. Parking is limited on our property. It is recommended that on the day of the concert that ensemble members park across the street in the Mangia Parking Lot to leave parking open for your audience.

Furniture and Equipment

1. All furniture may be removed from the chancel (stage) area with the exception of the contemporary band setup. The group is responsible for removing the furniture and resetting to its original configuration. A diagram is provided on the wall of the Sacristy to the left of the organ. WE STRONGLY RECOMMEND that someone take pictures of the beginning setup prior to a rehearsal/performance with a cell phone camera. This will enable all equipment and furniture to be returned to its original location.
2. The contemporary band setup and drum set may not be disconnected or moved. The organization will be fined for removal/disconnect of this equipment.
3. Rearrangement of sanctuary chairs must be arranged in advance with the Building Usage Contract and may incur additional charges.
4. Do not add additional chairs or allow a standing audience due to fire regulations.

5. The FPCA sound board is not available for use.
6. The choir risers by the chancel may be reconfigured for choral and ensemble performances. Choir risers must be adjusted by FPCA staff or maintenance only. There is a fee for this setup adjustment.
7. No portable choral risers may be placed on the chancel without approval of the Director of Worship and the Arts.
8. Tables and chairs will be provided in the narthex (lobby) for ticket sales and displays. Please be sure in to indicate setup needs in the contract.
9. The church has music stands and black musician chairs in the storage hallway available for use. Please return all musician chairs and stands to this location.
10. The church has a small, portable conducting podium available for use. It is stored in the closet in the storage hallway with the music stands.
11. Cushions, hymnals, Bibles, etc. may not be used to prop music stands or podiums or for any other purpose.

Piano, Organ, and Harpsichord Usage

1. The grand piano may be rolled to the center aisle but MAY NOT BE moved up to the chancel for any reason.
2. The grand piano may be tuned at the expense of the ensemble in preparation for the concert. Only the church authorized piano tuner will tune the piano. The piano is tuned regularly to meet worship needs. If a renting organization needs the piano be re-tuned prior to an event, please contact the Director of Operations. If it is possible to complete this before the event, it will be arranged at the expense of the renting organization.
3. The pipe organ is available for use by trained musicians. The concert organist must communicate directly with our Director of Worship and the Arts or FPCA Organist prior to use.
4. The harpsichord is available for use by trained musicians with the approval of the Director of Worship and the Arts. Please communicate with FPCA regarding harpsichord tuning prior to a concert or rehearsal.

Doors, Lights, and Locks

1. Doors will not unlock for rehearsals. The contact person for the organization will be issued a card key. Please be prepared to have a greeter to open the door for rehearsals.
2. Doors will unlock 1 hour prior to a performance start time and 30 minutes after a performance is scheduled to end. Someone must be monitoring this unlocked door at all times. Please be prepared to have a greeter to open the door for all members of the group if they are scheduled to arrive more than one hour in advance. More than one hour in advance constitutes an additional billable rehearsal period.
3. Controls (switches and dimmers) for the sanctuary chandelier lights are found at the rear of the sanctuary above the sound board area. Spotlights for the chancel and cross are found in the equipment pass-through closet to the right of the organ (near the hallway).
4. Please close doors to the sanctuary at the end of the performance or rehearsal time. The FPCA organ is sensitive to temperature and humidity changes.
5. All lights to the sanctuary, choir room, restrooms, halls and any other spaces that guests and musicians occupied must be turned off before exiting the building.