



# Building Use Policy Northwest Hills UMC

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Northwest Hills United Methodist Church  
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## Introduction

### **Welcome and Purpose**

Welcome to Northwest Hills United Methodist Church. On behalf of our members, staff and the clergy, we thank you for considering our campus to host your events.

We at Northwest Hills United Methodist Church (NWHUMC) use our facilities and equipment to enrich the lives of our members, guests and the surrounding community. It is our desire that our facilities be fully utilized as is consistent with the ministries, physical plant and available staffing of NWHUMC.

In accordance with the mission and vision for ministry at NWHUMC, our facilities are open to civic and community organizations, non-member ministries, private individuals, non-profit organizations and businesses. All applications are subject to approval.

We look forward to working with you to find a space that fits your needs.

# Campus Map

## Sanctuary & Office Building

- Sanctuary
- Choir Rehearsal Room
- Classrooms (8)
- Gallery
- Library
- Nursery

## Family Life Center

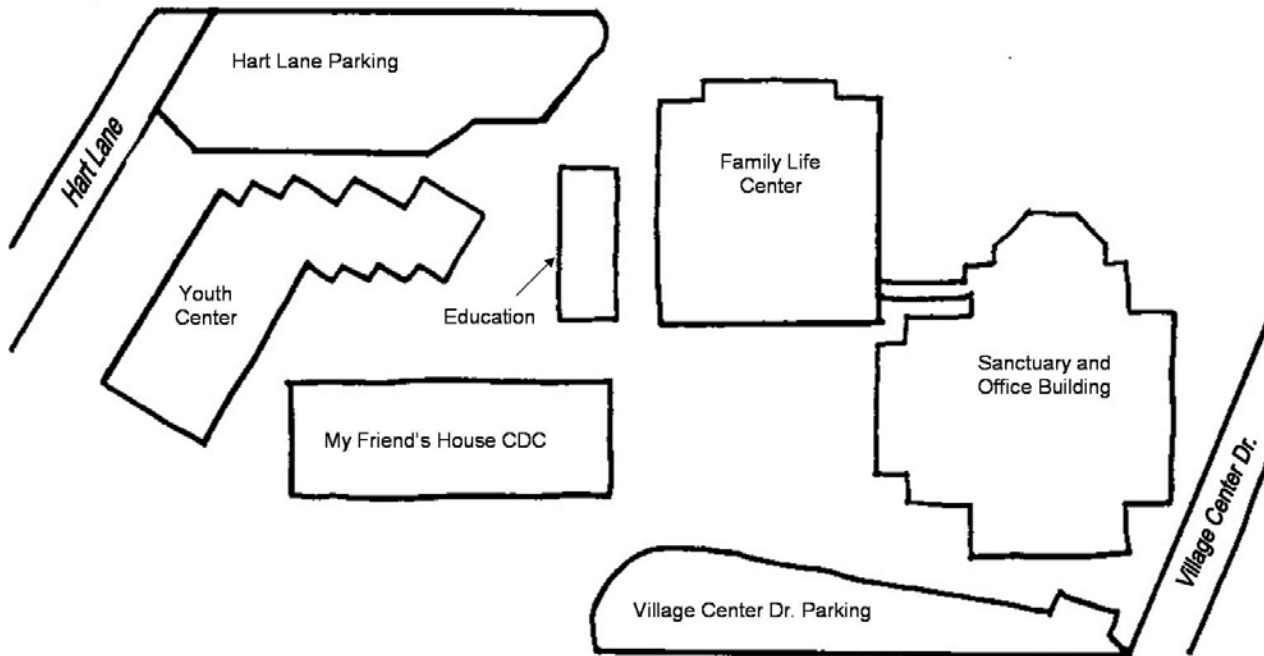
- Classrooms (8)
- Prayer Room
- Chapel
- Activity Center
- Kitchen
- Upper Room (large meeting room)

## Education

- Classroom (1)

## Youth Center

- Lounge and kitchen
- Worship center
- Game center
- Classrooms (4)



## How to Initiate Usage

1. **Contact Helen Novielli at 512-345-1743 or [hnovielli@nwhillsumc.org](mailto:hnovielli@nwhillsumc.org).**
2. **Complete and submit application for building use.**
  - Applicants will be contacted regarding their request.
3. **Upon approval, submit deposit and room layout for event.**
  - Deposits are non-refundable.
4. **Obtain keys from Helen Novielli.**
  - There is a \$10.00 deposit for each key
  - Duplication of keys is prohibited.
  - The person in charge of the event is responsible for the key.
  - Assume that you are the last person in the building and lock the doors when you leave.
5. **Confirm your room layout with a phone call to Helen Novielli at least two weeks prior to your event.**
6. **Follow all NWHUMC policies.**
7. **Return keys and pay all remaining fees within one week of the conclusion of your event.**

### **Usage Priorities**

Church groups and/or members have priority over all other groups in the use of the NWHUMC facilities. Once an application is approved, however, the applying group is assured of a reserved space, except in emergency situations where the non-church group may have to be relocated or rescheduled. The group will be notified by Helen Novielli.

**All applications are reviewed and approved at the discretion of the Senior Pastor.**

## Provisions on Utilization

The facilities are not available for political or non-church related fund-raisers.

The following are prohibited:

- Smoking, alcoholic beverages and illicit drugs are prohibited anywhere on the NWHUMC campus.
- Food and drinks are not permitted inside the Sanctuary or Chapel.
- Nails, staples, tacks or clear tape will not be affixed to or placed on walls or doors. **Only painter's tape may be used on the walls.**
- Do not move furniture. Users must leave the area as they found it.

Use of the kitchen will be under the guidelines of the Board of Trustees.

Each group is responsible for making arrangements with Helen Novielli for their set-up and take-down.

Audio-visual equipment or other property of NWHUMC will not be loaned to anyone for off-premise use.

Only persons designated by the Helen Novielli may operate sound equipment and special lighting.

For any activity involving minors, the Child Protection Policy of NWHUMC must be adhered to. A copy of the policy may be obtained by contacting Helen Novielli.

All activities using NWHUMC facilities shall be completed and the premises vacated by 11:00 p.m.

# General Policies and Conditions

## **Room Set-up Procedure**

Room set up forms will be provided as needed so a diagram can be prepared for table and chair placement. Please submit the diagram to Helen Novielli, with the deposit, upon approval. No less than one week prior to your event, please confirm your layout with a phone call to Helen Novielli.

## **Heating and Air Conditioning**

NWHUMC heating and cooling systems are programmed to achieve a set temperature. Please do not adjust the thermostats.

## **General Clean-up Responsibilities**

- All food and trash must be deposited in trash receptacles located in the space being rented.
- All spills must be cleaned up immediately to avoid staining and permanent damage to carpeting, woodwork and hardwood floors.
- All folding tables and chairs used must be washed with warm soapy water after each event.

## **Sound System**

The sound systems must be operated by an approved and/or trained NWHUMC sound operator. For non-members groups, a fee of \$100.00 will be assessed to cover the cost of the operator.

## **Kitchen Use**

Kitchen users must follow procedures outlined in the NWHUMC Kitchen Guidelines. This policy can be found below. The Board of Trustees reserves the right to suspend kitchen use privileges to any person or any group.

## **Musical Instruments**

The use of the Church organ and other musical instruments is prohibited without permission of Helen Novielli.

## **Wedding Guidelines**

Weddings and wedding receptions must follow the procedures outlined in the NWHUMC Wedding Guidebook.

## **Facility Care and Property Damage**

- For weddings, anniversary parties or similar events, the throwing of rice, confetti, etc. is prohibited.
- Report equipment or facility malfunctions to Helen Novielli immediately.
- Damage to furniture, equipment, building or any other problems including maintenance must be reported immediately to Helen Novielli.
- Fees for repair of damages and/or additional cleaning will be assessed and immediately due.

# Kitchen Use Guidelines

## Northwest Hills UMC

### Temperature

- Use the up and down arrows on the thermostat to change the temperature in the kitchen. Do not set the temperature to “Hold” on any thermostat as it will freeze the system.

### NWHUMC Items

- You are free to use cookware, serve ware and utensils in the kitchen, unless labeled specifically for a group (i.e. United Methodist Men, Korean UMC, etc.)
- Any towels that are used must be taken home and washed. Please return them to the FLC Kitchen within one week after your event.

### Cleaning

- All utensils and cooking items used must be washed, dried and put away when you are finished with them.
- All kitchen surfaces must be cleaned before leaving the kitchen.
- The floor must be swept and all spills mopped up before you leave the kitchen.
- All chairs and tables used for your event must be cleaned with warm soapy water when your event is finished.
- Bag all trash and take it to the dumpster (located behind the FLC) when your event is finished.

### Outside Items

- All food that you bring into the kitchen for your event must be taken with you when you are finished.\*
- All items (utensils, serving ware, etc.) that you bring with you must be taken with you when you leave. Please do not leave anything behind.

### Appliances

- If you do not know how to use any appliance in the kitchen, please do not try to operate it for your own safety.
- Be sure to clean up spills immediately to prevent slips and falls.

### Leaving the Kitchen

- When you leave the kitchen, please check to make sure that the refrigerator, freezer and ice machine doors are closed tightly. Close all cupboards and drawers.
- Turn off all lights.
- Lock the front doors of the building.

\*Groups with a standing fellowship meal (Korean UMC, UMM, etc.) are allowed to leave food in the refrigerator, freezer and their specific cabinets. This food must be labeled with the *name of the group* and *date stored*.