



Building Use Policy Northwest Hills UMC



7050 Village Center Drive
Austin, Texas 78731

512-345-1743 phone
512-346-0261 fax
www.nwhillsumc.org

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 (9)
- Gallery
- Library

Family Life Center

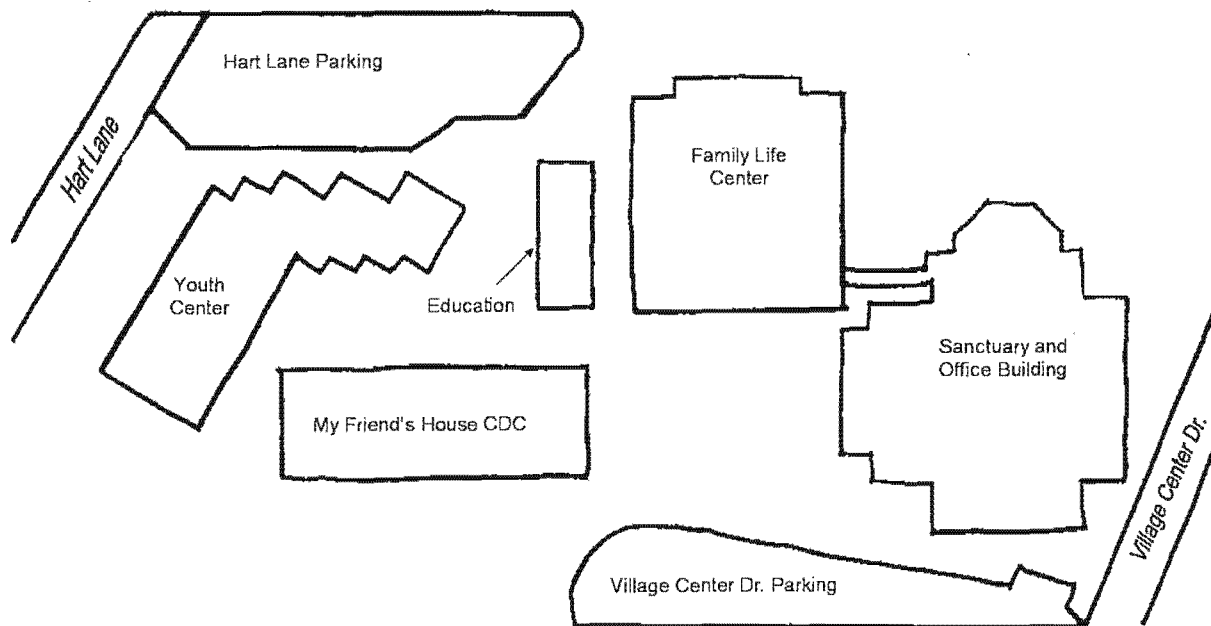
- Classrooms (1)
- Prayer Room
- Chapel
- Activity Center
- Kitchen
- Upper Room (large meeting room)

Education

- Classroom (1)

Youth Center

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



How to Initiate Usage

1. **Contact Office Manager at 512-345-1743 or office@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 Office Manager.**
 - 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 the Office Manager 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 the Office Manager.

Provisions on Utilization

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

The facilities are not scheduled for outside groups during the month of December.

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 the Office Manager 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 designated persons 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 the Office Manager.

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 the Office Manager, with the deposit, upon approval. No less than two weeks prior to your event, please confirm your layout with a phone call or email to the Office Manager (office@nwhillsumc.org).

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. 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 the Office Manager.

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.
- Any balloons used must be fully secured to tables/chairs. Balloons left to float to the ceiling will incur an additional charge.
- Report equipment or facility malfunctions to the Office Manager immediately.
- Damage to furniture, equipment, building or any other problems including maintenance must be reported immediately to the Office Manager.
- 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, Congregational Care, 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 (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*.

Northwest Hills United Methodist Church

7050 Village Center Drive

Austin, TX 78731

FACILITY USE REMINDERS

Use of any room/space must be properly requested (prior to use) and preapproved by Northwest Hills UMC's Office Manager, who is solely responsible for maintaining and monitoring the campus calendar and A/C usage throughout the campus.

Please use only the pre-approved room(s) at the designated time(s) that have been authorized for your group's use.

Please do not allow anyone to adjust thermostats as they have been specifically pre-programmed for each event throughout the campus.

Please do not for any reason use any room/space because it may appear to be available – use of any and all campus facilities must be pre-arranged.

Please, if it necessary to rearrange items in a room/space, put everything back **exactly** as it was when you arrived (if you move chairs, tables, etc., please be sure they are returned to their original location).

Please be sure everyone in your group remembers to tidy-up/clean-up after themselves.

Please be sure everyone in your group is respectful of everyone/everything on our campus, and conducts him/herself in a proper and respectful manner.

Please be sure all children and youth are properly supervised by an adult at all times and are not allowed to roam freely throughout our campus as they are to remain in the pre-approved room(s) at the designated time(s) that have been authorized for your group's use.

Please be sure all persons involved with your event (including parents of children/youth while they are dropping off/picking up/waiting for their children/youth) are made aware of, and abide by, these procedures.

PLEASE BE CONSIDERATE AND RESPECTFUL

AS YOU WOULD WANT OTHERS TO BE IF

THEY WERE USING YOUR PERSONAL HOME OR OFFICE!!

Building Information

Northwest Hills UMC is delighted to welcome you. Please carefully read the following information and give copies to your personnel, stage, and box office managers, as well as others who are responsible for various aspects of your performance. Feel free to contact our Office Manager, Patricia Tracy, with any questions.

Contact Information

In an effort to ensure that the needs of the ensemble are met, the following policy is in effect.

- The church provides one contact person for this concert, our Office Manager whose contact information is:

Patricia Tracy
office@nwhillsumc.org
512-345-1743, ext 117
Office Hours: Monday – Thursday, 8:30am to 5:00pm
Friday, 8:30am to 12:00pm

- The group will provide one contact person to be in communication with the designee from Northwest Hills UMC for this concert. This person will be responsible for all communication with the church.

Furniture and Equipment- Sanctuary

- All furniture may be removed from the chancel (stage) area. The group is responsible for removing the furniture and re-setting the chancel. A general diagram is provided on the wall in the Sacristy, through the doorway directly behind the organ.
- **We strongly recommend** that you have someone take pictures of the chancel and the altar table with a cell phone camera prior to setting up for your concert. This will better enable those from your group who will be re-setting the chancel following your performance to position all items exactly as they were found.
- **No** tape of any kind may be used on the pews or any wood surface in the Sanctuary. Only white sticky tack may be used and all residue must be removed immediately following the concert.
- All signs posted in the buildings during the concert must be posted using blue painter's tape and must be removed following the concert.
- The church has music stands in the sacristy available for use. Please be certain to return all church music stands to this location.
- Communion rails may be carefully removed and placed along the side walls.
- Communion kneeling cushions must be placed on a bench in the sanctuary.
- The grand piano may be rolled to the center aisle, but not moved up to the chancel.

- 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 organ is available for use. The organist for the concert must communicate directly with our Music Director, Sonja Roebuck at 345-1743.
- Kneeling cushions, hymnals, Bibles, etc. may not be used to prop music stands or podiums or for any other purpose.
- No portable choral risers may be placed on the chancel.
- Tables and chairs will be provided in the narthex (lobby) for ticket sales and displays. Please be certain to include this request on the contract.
- Two 4'x8' platforms are available for use. If desired, they should be requested on the contract. They are quite heavy, so be sure that you have sufficient help available so they may be lifted into place without damaging the chancel floor.
- The church has a small, portable conducting podium available for use. It is stored in the closet in the choir room.
- No musical instruments or equipment may be stored at the church without pre-approval. If approval is given, the group must provide a waiver of responsibility holding the church harmless in the event of damage and presented to the church prior to the instruments being stored.
- The custodian from the church will be present for the concert only. The organization is responsible for opening and locking the building for rehearsals. **Please** be certain to check the restrooms prior to leaving to ensure that all water has stopped running.

Sound and Lighting

- One microphone with an on/off switch will be provided. The system will be at a fixed volume. The organization will be responsible for turning the sound system on and off.
- Lighting instructions will be given to the designee from the group.

General Information

- No alcohol or smoking is permitted in any location on church grounds.
- No food or drink is allowed in the narthex, sanctuary, or choir room. Sealed water bottles are the exception. The group will dispose of all water bottles, trash, etc.
- Food and drink may be served downstairs in the Gallery or in the Activity Center. Use of these facilities requires extra fees.
- Rooms downstairs for ensemble members or instrumentalists to gather may be reserved. Please be aware that no valuables should be left in any rooms during the concert. It is recommended that ensemble members leave any valuables at home.
- Any outside signs must be free standing and removed following the concert.
- Parking is limited on our property. There is a lot on Village Center Drive and one on Hart Lane. It is recommended that ensemble members park on the Hart Lane side of the property, in the Murchison Middle School lot or on the street. This leaves the Village Center lot and the adjoining office parking open for audience. Parking is restricted at the Library. Those who park there to come to the church may be towed at the direction of library personnel. HEB is gracious enough to allow us to use their lot for events.
- Following each concert, your ushers will be responsible for picking up all programs, water bottles, and trash.
- All buildings must be vacated by 10:00 p.m.
- The group is responsible for any damage done to the property.
- A map to the church is provided on our website. It may be used for publicity purposes.



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Application for Facility Use

Today's Date: _____ Submitted by: _____

Event Title: _____

Group/ Ministry/ Individual requesting space: _____

Address (for non-church events): _____

Contact Person: _____

Phone: _____ home _____ cell _____ work

Email: _____

Event Date(s)	_____	from _____ am / pm	to _____ am / pm
	_____	from _____ am / pm	to _____ am / pm
	_____	from _____ am / pm	to _____ am / pm
	_____	from _____ am / pm	to _____ am / pm

Time of arrival (set-up time): _____ Expected time of departure: _____

Facility space & equipment requested: _____

Person(s) Responsible for Clean Up: _____ or Maintenance: _____

Payment Information:

Facility Fee	Maintenance Fee	Total fee	Deposit	Total/Final Payment
\$ _____	\$ _____	\$ _____	\$ _____ date, amount, check #/cash	\$ _____ date, amount, check #/cash

 Signature Date Printed name

By my signature, I acknowledge I have read and agree to the Building Use Policy.

For staff use only

Custodial/ Special Notes: (AC/heat, sound, key, etc) _____

Application approved: _____

Scheduled / Not Scheduled

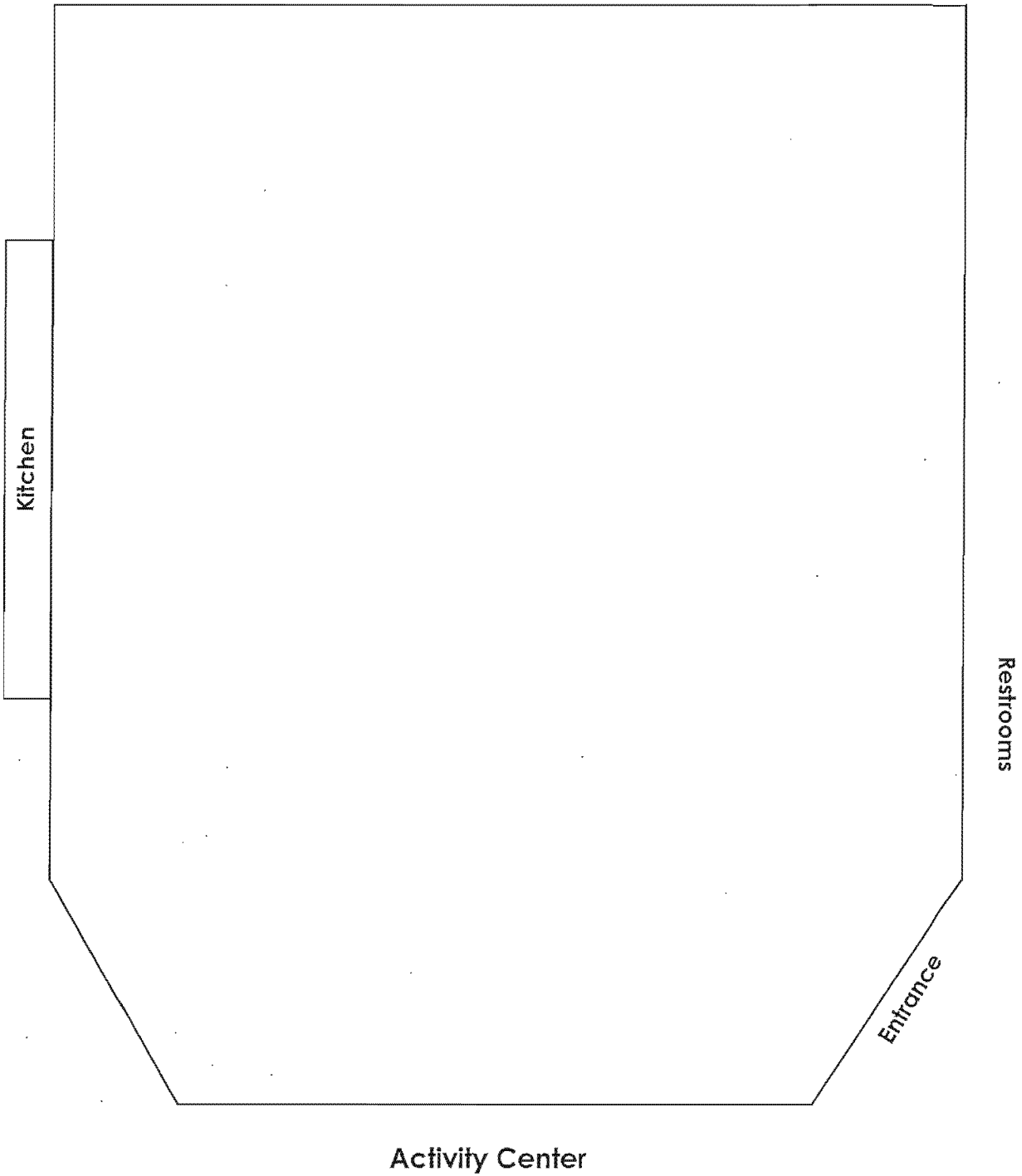
Setup / No Setup

Northwest Hills United Methodist Church
2016 Facility Use Fees

	Charge for any part of a day
Youth Center	
Lounge (Game room - large center area) / Kitchen	77.00
Classrooms (Small rooms - front office area)	88.00
 Worship & Education Center	
Sanctuary	270.00
Choir Room	75.00
Choir Room (when used along with Sanctuary)	30.00
Classrooms 101/103/105/110/111/112	40.00
Classrooms 104/106 (Nursery)	30.00
Classroom 109 (Bride's room)	78.00
Classroom 114	48.00
Gallery/Library	40.00
 Family Life Center	
Activity Center	150.00
Kitchen	75.00
Upper Room	72.00
Entire upper floor (Activity Center & Upper Room)	210.00
Classrooms 102/104/106/108	30.00
Prayer Room	75.00
Wesley Chapel	100.00
 Custodial & Setup Fees	
First two hours (minimum fee if svcs required)	50.00
Additional hour or portion of an hour	17.50
Custodial fees are due for FLC upper floor, sanctuary, or if custodial services are required for an event	
 Sound/Light tech	
	100.00

* Member rates are calculated by dividing the above rate by 1.20

* Weddings are priced at the rates published in the Wedding Handbook.



Room Set Ups

The Upper Room and classrooms in the Education Building, Family Life Center, Office Building, and Youth Center have permanent setups. You may rearrange the chairs in tables in those classrooms for your event. When your event is finished, the room must be reset so that it is left exactly as you found it.

If your event is on Saturday, you must ensure that the rooms are reset and prepared for Sunday School use.