



# **Building Use Policies**

7050 Village Center Dr.  
Austin, Texas 78731

(512)-345-1743

Office Manager: Sharon Clark  
[sharon@nwhillsumc.org](mailto:sharon@nwhillsumc.org)



# FACILITY AND PROPERTY USE AGREEMENT

Monica Warren (Guest) has asked to use facilities, services or other property of Northwest Hills United Methodist Church at 7050 Village Center Drive: Austin, TX 78731 (the Church). The Church agrees to accommodate Guest's request based on this Facilities and Property Use Agreement (the Agreement):

<b>Building(s)</b>	Youth Center
<b>Room(s)</b>	Main Room in YC
<b>Date(s)/Time(s)/Duration:</b>	Saturday, Jan 3rd 9:30 - 12:30
<b>Purpose:</b>	Birthday Party!
<b>Expected Number of Participants:</b>	25
<b>Can you provide a Certificate of Insurance?</b>	Yes / No
<b>Do you need A/V use?</b>	Yes / No
<b>Additional Notes/Requests:</b>	\$100 / hour rental
<b>Agreed Upon Payment Plan:</b>	\$200 on/before rental date

\*If this agreement is for a recurring use of the building and requires many dates, please include a written schedule attached as an addendum to this agreement.



# FACILITY AND PROPERTY USE AGREEMENT

## 1. Limitations of Use

- a. Guest acknowledges and agrees that the use granted by Church is limited to Guest and Guest may not transfer the permission granted by this Agreement or permit use by any other person, entity, or organization.
- b. The Church's name, symbols, or logos may not be used by Guest in advertising or publicity in any manner that states or could imply the Church's endorsement of Guest, or its mission, principles, or event, except to identify the location of Guest's event.
- c. Guest will not use the property in a manner that violates the "Care and Use Expectations" or the "Appropriate Use Policies" which are attached to this document.
- d. Guest acknowledges and agrees that its use of the facilities or property is limited to the space, equipment, and property described above. This includes the use of outdoor spaces on the property. By entering into this Agreement, the Church does not assume or undertake any obligations or liabilities other than to provide Guest with access to the Property as described herein. The Guest acknowledges that staff or liaisons of the church have the right to enter the property at any time for its own purposes.
- e. Parking by participants may be limited to certain areas.

## 2. Reimbursement of Expenses

- a. The Church will determine expenses associated with Guest's use, including, but not limited to, building use fees, utilities, expenses for staffing, cleaning, sound, or technical support.
- b. For the use specified above, Guest will reimburse Church for expenses in the amount of \$ 200, paid through the Church's office manager via check or through the electronic invoice provided.
- c. In the event of any damage to any property of the Church, Guest will pay on demand the cost of repair, replacement, or restoration determined by the Church's Office Manager, Trustees, or their representatives. Guest is required to immediately notify the Church Office Manager in writing of any damages to church property that occur.
- d. Payments can be completed by check mailed to the address below or by online payment through our invoicing system. All payments are due prior to the reserved use date or beginning of the reserved use period. Any payment received after the reserved use date or beginning of the reserved use period will be subject to a late fee. Notice of late payment and a \$25 fine will be issued following the use date or beginning of use period date if payment is not received. Any payments more than 30 days late will be subject to an additional charge of 5% of the agreed upon use fee as a late charge. If Guest pays with a check that when deposited is returned for insufficient funds then the Guest will be responsible for the bank fees charged in addition to any corresponding late fees.

Mail Checks to: Northwest Hills United Methodist Church  
7050 Village Center Drive  
Austin, Texas 78731  
Memo: Name of Guest/Group

## FACILITY AND PROPERTY USE AGREEMENT

### 3. Assumption of Risk, Release and Indemnity continued

c. In consideration of and as a condition to the Church's agreement to permit Guest to use the Property in accordance with the terms of this Agreement, Guest agrees to indemnify, defend and hold the Church and each of the Church Parties harmless from and against any Claim that may arise out of, is related to, or occurs by reason of: (a) the contravention or breach by Guest or any of the Guest Parties of any provision of this Agreement, any of the rules attached hereto, or any additional rules and regulations promulgated by the Church hereunder; (b) the entry onto and use of the Property or any portion thereof by Guest or any of the Guest Parties; (c) any act or omission of Guest or any Guest Party; (d) the noncompliance or violation by Guest or any of the Guest Parties of any applicable laws or order of any governmental agency having appropriate jurisdiction over the Property, Guest, or any of the Guest Parties; and/or (d) the mere existence of this Agreement. **GUEST AGREES THAT THIS PARAGRAPH IS INTENDED TO AND DOES INDEMNIFY AND HOLD HARMLESS CHURCH AND CHURCH PARTIES FROM CLAIMS ARISING FROM THEIR OWN RESPECTIVE NEGLIGENCE OR FAULT; HOWEVER, SUCH INDEMNIFICATION SHALL NOT APPLY TO CLAIMS ARISING FROM THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CHURCH AND CHURCH PARTIES.** This paragraph shall survive the expiration or earlier termination of this Agreement.

d. Church shall not be responsible for loss of or damage to any property of Guest or any of the Guest Parties. Any property left by Guest or any of the Guest Parties on the Property if turned into the office may be held for a period of seven days after which such property will be deemed abandoned and subject to disposal in the Church's discretion. Any perishable items will not be stored and will be disposed of immediately. Any vehicles abandoned on church property will be towed after 24 hours. Property or materials belonging to Guest may be left or stored at the Church only if agreed to in writing by the Church Office Manager. In no event shall the Church be responsible in the event that property belonging to the Guest or any of the Guest Parties is lost or damaged.

e. Guest will promptly notify Church staff of any incident, accident, or event causing damage or injury to person or property that relates to Guest's use of or access to Church Property. Guest is expected to report such information to the Church on the date the incident occurs and will be responsible for any cost or damage caused by a delay in reporting.

f. In the case of agreements for a use period which spans a year or more, Guest will at their own expense maintain commercial general liability insurance with respect to the property, facilities, and any activities conducted by the Guest. This insurance shall provide coverage for bodily injury and property damage liability; personal injury liability; and fire damage liability. Northwest Hills United Methodist Church shall be named as an Additional Insured.



# FACILITY AND PROPERTY USE AGREEMENT

## **4. Unauthorized Equipment Use**

If Guest desires to use its own audio-visual, electric, or electronic equipment or appliance on Church premises, the items must be specifically noted in this Agreement and will be authorized for use only after Church staff has reviewed and approved the request.

## **5. Compliance with Laws**

Guest is responsible for and will comply with all federal, state, and local laws, ordinances, and regulations applicable to its use of the Property.

## **6. Compliance with Policies**

Guest acknowledges the Church's Facilities and Property Use Policies which include the "Appropriate Use Policies" as well as the "Care and Use Expectations" provided in this document and have been made available for review. Guest agrees to comply with the applicable provisions of each such policy. In the event that Guest violates any of the policies outlined in these documents the following fine structure can be enforced at the church's discretion. In the event of a violation it is the church's responsibility to provide formal notice of citation to Guest. Guest's first violation will result in a formal written warning, second violations incur a \$25 fine, and third violations incur a \$50 fine. All further violations incur a \$100 fine.

## **7. Termination**

Either Guest or the Church may immediately terminate this Agreement at any time, and for any reason, upon providing written notice to the other party at which time Guest's authorization to use the Property also terminates. All fees owed by the Guest are refundable or cancellable more than 14 days before the use date. If termination by the Guest occurs within 14 days of the agreed use date the Guest is responsible for the 50% of agreed use fees. If termination by the Guest occurs within 7 days of the agree use date the Guest is responsible for 100% of the use fees. If this Agreement is terminated by the church before the reserved use date, any fees will be refunded to the Guest or cancelled.



# FACILITY AND PROPERTY USE AGREEMENT

## Guest Information

Name: Monica Warren

Phone Number for Contact: 208-310-9957

Email for Contact: dmwhome18@gmail.com

## Guest:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

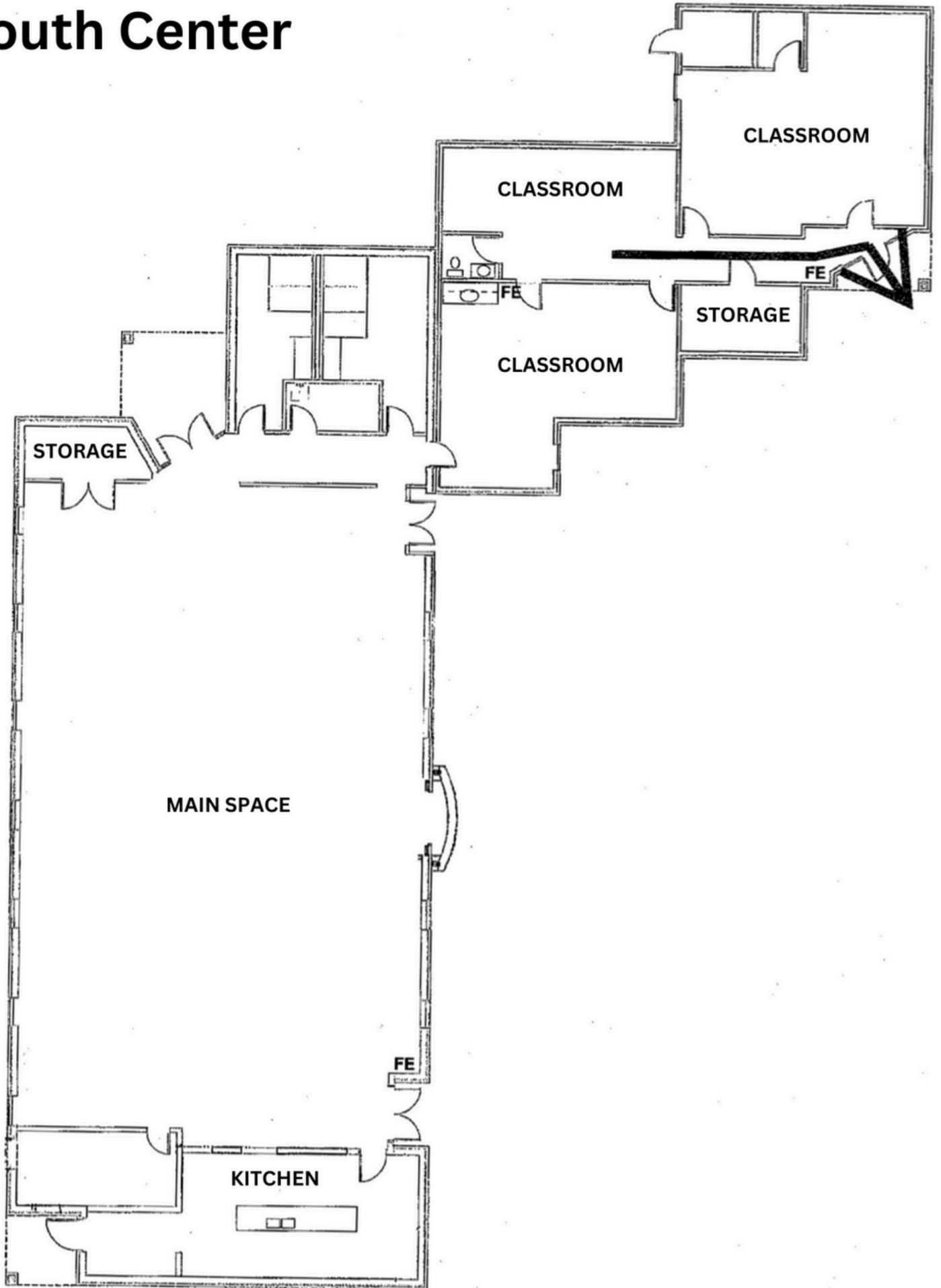
## Church:

Signature: Sharon Clark 12/30/25

Printed Name: Sharon Clark

Title: Office Manager

# Youth Center





## CARE AND USE EXPECTATIONS

1. Guest acknowledges its obligation to exercise care in its use of the Property and agrees to leave the Property clean and in a condition as good as prior to the use.
2. If Guest's event or use involves children or youth, Guest will provide adequate supervision and acknowledges that the Church has no oversight responsibility. The Church's nursery and childcare facilities are not available for use by Guest.
3. Guest understands that tables, chairs, equipment, or other property of the Church may not be moved from or taken to the room or space(s) being rented. All room setup needs must be organized and agreed to in writing with the Office Manager upon reservation.
4. If any furniture is moved during the duration of the rental it must be returned to the positioning it was in when the rental period began.
5. Musical instruments belonging to the Church may not be used by Guest unless specifically noted in the Facility Use Agreement.
6. All sound, lighting, or graphics equipment must be operated by Church staff or Church approved contractors. Additional fees for AV use and operation will be applied and must be requested in writing with the Office Manager upon reservation.
7. No paint, tape, glue, or other material may be used by Guest to attach to or alter the Property and no carpentry, electrical, or other construction done during Guest's use of the Property.
8. No open flames may be used.
9. No animals may be brought onto Church premises except for "service animals" as defined by the regulations issued pursuant to the Americans with Disabilities Act. In those regulations, "service animals" are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.
10. No signs, posters, banners, flags, streamers, or other items may be attached to or hung within or outside the Church unless specifically noted in the Facility Use Agreement. No glitter, confetti, or similar small items may be used within or outside the Church unless specifically noted in the Agreement.



## **CARE AND USE EXPECTATIONS**

11. Food and beverages may not be brought onto Church premises except as noted in the Facility Use Agreement and, if noted, food or beverages shall only be brought to and remain in the space authorized for Guest's use by the Agreement.
12. There shall be no use or possession of alcohol, drugs, vaping devices, or any tobacco products on Church premises.
13. No weapons, ammunition, or explosives (including fireworks) of any type may be brought onto Church premises.
14. All doors must remain shut and locked during the duration of rentals. No doors may be propped open. Building access utilizing the Brivo app and pin codes will be made available according to group needs during the reservation process.
15. Guest(s) will only access spaces that are listed in this agreement and reserved for their use during the times in which they are scheduled.
16. Northwest Hills United Methodist Church holds the right to add reasonable rules and regulations to this "care and use expectations" list following the execution of this document, but must inform all Guests of changes or additions.



## Appropriate Use Policies

### FUNDRAISERS POLICY

#### **Purpose:**

The purpose of the fundraiser policy is to define when and what type of fundraising can be conducted on Church property/facilities or extended to Church members.

#### **Definitions:**

Fundraisers are defined as the solicitation of funds or the promotion of goods or services for a benefit external to Church planned spending.

#### **Church-Wide Fundraisers**

Church-wide promotion of goods or services for fundraising purposes is not permitted without written approval of the Office Manager or Senior Pastor. Northwest Hills UMC is frequently asked to endorse and permit opportunities to promote the sale of goods or services to its congregation with an agreement that a portion of the proceeds would go to the church or to an outside charity. The Church limits such events for several reasons, including: elevated priority of stewardship campaigns, capital campaigns and special offerings; limited communication resources; and to maintain the spiritual focus of worship experiences.

#### **Ministry-Specific Fundraisers**

Individual ministry areas are permitted to organize and support groups of volunteers who work on specific charitable projects. These groups occasionally raise funds through the sale of goods or services to help cover expenses associated with specific projects or ministry.

The Church permits ministry-specific fundraisers under certain conditions:

1. Written approval is attained from the office manager and senior pastor.
2. Proceeds from the fundraiser are exclusively used for the intended purpose.
3. Fundraisers may not occur between October 15 and December 31 without written Office Manager or Senior Pastor approval due to the importance of the annual stewardship campaign and designated advent giving opportunities.

#### **Hosting Non-Church Sponsored Fundraisers**

The Church will not permit external groups to conduct fundraisers on any church property, without written approval of the office manager and senior pastor.



## Appropriate Use Policies

### POLITICAL ACTIVITY

The First Amendment of the United States Constitution guarantees fundamental protections of liberty with regard to religion. The United Methodist Church has long supported these protections, known as doctrine of separation of church and state, which allow the church to exert an ethical influence upon the state but prohibits the state from making laws “respecting an establishment of religion, or prohibiting the free exercise thereof...” Further, the Internal Revenue Code prohibits churches and other 501(c)(3) organizations from “directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.”

Northwest Hills United Methodist Church encourages all citizens to actively participate in the political and civic process, and shall strictly adhere to all applicable federal statutes and regulations.

1. No Church member, leader or literature shall state or imply the Church’s endorsement, support, or opposition to any candidate or political party for elected or appointed office, nor should any candidate do the same.
2. Candidates for political office are welcome to attend and participate in worship and other Church functions, as any member of the public. Candidates must refrain from using any aspect of the Church’s ministry as a resource for campaigning, self-promotion or lobbying.
3. No attention will be drawn to a candidate during Church functions, unless all candidates for that office are invited and treated equally.
4. The church will not rent spaces for politically affiliated or partisan events; however, the church may be made available to the state as a voting location.



## Appropriate Use Policies

### WEAPONS POLICY

Northwest Hills United Methodist Church strives to provide a safe environment for its guests and members, free from violence. The purpose of this policy is to help facilitate that safe environment through the prohibition of firearms and other weapons, while complying with all federal and state laws and regulations. After considering state and local laws that allow the carrying of firearms, the Church has elected to prohibit weapons of any type on its premises.

The possession, wearing, carrying, transporting, or use of any type of firearms, explosives, or any other weapons, is strictly prohibited on Church property. Possession and use of fireworks is likewise prohibited unless approved in advance by the Office Manager, Senior Pastor and Board of Trustees for use at a Church-sponsored event. This prohibition extends to Church members, guests, employees, and volunteers, **with or without** a concealed-carry permit.

Employees may store and secure their firearms or other weapons in their vehicles prior to entering the Church, as long as they are stored and secured safely and in compliance with all applicable laws. Pepper spray (oleoresin capsicum, or "OC") may be possessed by people on Church premises, solely for the purpose of self-protection, if done in compliance with applicable laws.

Exceptions to this policy are granted to any sworn law enforcement personnel engaged in official duties.

Any suspected violations of this policy should be brought promptly to the Office Manager.



## Appropriate Use Policies

### ALCOHOL USAGE POLICY

We believe an alcohol-free environment is a strong witness to the world, particularly to children and youth. We also wish to be sensitive to those who suffer from alcohol and/or drug abuse by creating an alcohol-free environment. While recognizing that faithful Christians may have differing personal perspectives on the use of alcohol, our church has established the following policy:

**Alcohol will not be served at church-related events nor will alcohol be purchased with church funds. No alcohol consumption is allowed on the premises of the Church.**

Church-related events include all gatherings on the premises and church gatherings held off-site, including official meetings of church groups and events promoted through a church ministry group.

#### Denominational Perspective

“We affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of alcohol and illegal drugs is a major factor in crime, disease, death, and family dysfunction, we support educational programs encouraging abstinence from such use.”

The United Methodist Book of Discipline ¶162.J