



## Round Rock Presbyterian Church Facility, Equipment, or Property Use Request Form

Requesting Person or Organization: \_\_\_\_\_

Member of RRPC\_\_\_\_ Chartered Group/Mission of RRPC\_\_\_\_ Non-Member of RRPC\_\_\_\_ Community Group\_\_\_\_

**Contact information for the person/organization requesting use** (all fields required)

**Name** \_\_\_\_\_ **Phone Cell** \_\_\_\_\_ **Other** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Date(s)/time/duration \_\_\_\_\_

One Time \_\_\_\_\_ Multiple Days \_\_\_\_\_ Recurring Event during the year \_\_\_\_\_ Approximate group size \_\_\_\_\_

**Facilities Requested (Please check):**

Sanctuary\_\_\_\_ CE building\_\_\_\_ Fellowship Hall/Kitchen\_\_\_\_ Parking Lot\_\_\_\_ Grounds\_\_\_\_

Pavilion w/access to restrooms\_\_\_\_ Pavilion Only\_\_\_\_ Fellowship Hall/kitchen/pavilion\_\_\_\_

**Classroom(s):** S1\_\_\_\_ S3\_\_\_\_ F5\_\_\_\_ CE1\_\_\_\_ CE2\_\_\_\_ CE3\_\_\_\_ CE4\_\_\_\_ CE5\_\_\_\_ CE6\_\_\_\_

**Equipment:** Chairs\_\_\_\_ Tables\_\_\_\_ Other Furnishings\_\_\_\_ Gas Grill\_\_\_\_

**Parking Lot/Grounds Only** \_\_\_\_\_ (No fees or deposit is required)

Available in our main parking lot and in the small parking lot in front of our Christian Education (CE) Building. Please park only in designated parking spots. Unmarked areas/fire lanes are for loading and unloading only.

Total Estimated Cost \$ \_\_\_\_\_ Received Deposit/Date \$ \_\_\_\_\_ Total Cost Remaining \$ \_\_\_\_\_

Payment is due prior to the event upon approval.

Make a check payable to RRPC and include your name/organization/event on the memo line.

**Smoking is NOT permitted inside any of the buildings or under the Pavilion**

**Alcohol IS NOT permitted anywhere on the RRPC Church Campus**

**Details of how your event will begin and end (What's the plan?)**

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It is understood by the person or organization representative signing this document that all costs incurred to restore facilities or property to the original condition, or to restore or replace damaged or missing equipment will be paid by the above requesting person or organization. Those who do not abide by the church rules will lose any future privilege to use the facilities. **The accompanying Hold-Harmless Agreement must also be signed.**

\_\_\_\_\_  
Person/Organization Representative's Signature

\_\_\_\_\_  
Date of Request

**\*RRPC Office Use Only**

**\*The RRPC Office Administrator has verified that the requested date(s) for use is/are available \_\_\_\_\_ (Initials)\***

**Reviewed by Event Coordinators (Initials) \_\_\_\_\_ Review Date: \_\_\_\_\_**

**Recommendation by RRPC Safeguards/Safety Teams: \_\_\_\_\_ Approved \_\_\_\_\_ Denied: \_\_\_\_\_ More Info Needed**

**Date of Session Action: \_\_\_\_\_ Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_**

**Clerk of Session: \_\_\_\_\_**



## Round Rock Presbyterian Church Facility Usage Fees

**Fee schedule is for five hours of use. Each additional hour will be prorated at \$100/hour**

**\*\*Member fee for Off-Site Event Coordinator may be waived if member can arrange to pick-up and drop off keys to the facility prior to the event.**

**\*\* No Pastor Services fee for active members and their immediate family members, defined as parents, children, spouses, siblings, and/or grandparents.**

| Facility   | Number of Guests | Member Rate    | Non-Member Rate | Community Event         |
|--|------------------|----------------|-----------------|-------------------------|
| <b>Sanctuary</b><br>(may add S1 or S3 classroom(s))                              | >100<200         | \$175          | \$500           | Same as Non-Member Fees |
|  | >50<100          | \$125          | \$350           |                         |
|  | >25<50           | \$75           | \$200           |                         |
| <b>Fellowship Hall w/ Kitchen</b><br>(may add F5 classroom)                      | >50<100          | \$100          | \$250           | Same as Non-Member Fees |
|  | >10<50           | \$75           | \$150           |                         |
|  | <10              | \$25           | \$50            |                         |
| <b>Fellowship Hall w/ Kitchen and Outdoor Pavilion</b><br>(may add F5 classroom) | >150<200         | \$175          | \$325           | Same as Non-Member Fees |
|  | >100<150         | \$150          | \$250           |                         |
|  | <100             | \$100          | \$175           |                         |
| <b>Outdoor Pavilion w/ access to CE Restrooms</b>                                | < 150            | \$75           | \$150           | Same as Non-Member Fees |
| Classroom Only   | Number of Guests | Member Rate    | Non-Member Rate | Community Event         |
| <b>Fellowship Hall (F5)</b>  | <25              | \$25           | \$50            | Same as Non-Member      |
| <b>Sanctuary</b><br>(S1 Library) or (S3 Classroom)                               | <25              | \$25           | \$50            | Same as Non-Member      |
| <b>CE Building</b><br>(CE1, CE2, CE3, CE4, CE5, or CE6)                          | <25              | \$25           | \$50            | Same as Non-Member      |
| <b>Grounds/Parking Lot Only</b>  | N/A              | N/A            | N/A             | N/A                     |
| Additional Items/Fees  | Member Fee       | Non-Member Fee |                 |                         |
| <b>Mandatory</b> Event Coordinator - For Open/Close Services (off-site)          | \$75*            | \$75           |                 |                         |
| On-Site Services   | \$150            | \$150          |                 |                         |
| Pastor Services  | No Charge**      | \$250          |                 |                         |
| Music Director (up to 4 hours)   | \$150            | \$150          |                 |                         |
| Sound Technician (up to 4 hours)   | \$50             | \$50           |                 |                         |
| Pianist (up to 4 hours)  | \$150            | \$150          |                 |                         |
| Piano use  | \$100            | \$100          |                 |                         |
| Brochures  | No Charge        | \$10/50 copies |                 |                         |
| Outdoor Gas Grill Usage  | \$50             | \$50           |                 |                         |



## Round Rock Presbyterian Church Usage Guidelines Outdoor Pavilion w/ Access to CE Bldg. Restroom/Grill Option

### ***YOU MUST SIGN THE GRILL USAGE AGREEMENT IF YOU WISH TO USE THE GRILL***

Round Rock Presbyterian Church and/or its employees shall not be responsible for damage, personal injury or loss of property on the church premises sustained by the applicant, a participant in the program, or anyone attending any program or event held on the church property. Every applicant/organization must sign a hold-harmless agreement prior to facility use.

#### **SET UP FOR EVENT PRIOR TO USE:**

##### **Pavilion**

- Prior to your event, you may rearrange the picnic tables to suit your event. Please do not drag tables across the floor and return them to their original alignment after your event.
- You may want to sweep the area prior to your event.
- You will be responsible for wiping down tables to ensure they are clean for your event.

##### **CE Building Bathrooms**

- Cleaning supplies and trash can liners can be found under the sink in the Christian Education (CE) Building. Please use only what you need and return any unused products under the sink.
- You will have access to the restrooms in the CE Building. Entry into the building is from the front door. **The lock code is \_\_\_\_\_.** Back doors to the building can be opened and re-locked **ONLY** from **INSIDE** the building.

#### **CLEAN UP:**

##### **Pavilion**

- You will be responsible for cleaning up all areas used for the event.
- All trash must be placed in trash liners, tied shut, and taken to the outside dumpster (**CE Building Parking Lot**) for disposal. Clean trash bags must be put back in the trash containers with lids attached securely.
- All tables must be wiped clean.
- All food debris **MUST** be removed from the floor and the floor must be swept.
- Any spilled liquid must be washed from the floor. You may use the hose/facet located at the back of the CE Building. Please make sure the hose is rolled up, and the faucet is turned off before you leave.
- All tables must be put back in their original position.

##### **CE Building Bathrooms**

- Prior to leaving you must ensure that all facets inside **AND** outside the CE Building are off and toilets are not "running."
- All trash must be removed from inside the restrooms and placed in the dumpster (**CE Building Parking Lot**).
- Lock back doors from the inside of the building, and lock the front door upon exiting by pressing **the lock code \_\_\_\_\_.**

\_\_\_\_\_  
Person/Organization Representative Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
**Safeguards/Safety Team Representative**

\_\_\_\_\_  
**Review Date**



## Round Rock Presbyterian Church\_Outdoor Pavilion Grill Agreement and Usage Guidelines

**SMOKING IS NOT PERMITTED UNDER THE PAVILION  
ALCOHOL IS NOT PERMITTED ANYWHERE ON THE RRPC CHURCH CAMPUS**

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### SET UP FOR EVENT PRIOR TO USE:

- The grill SHALL NOT BE USED INSIDE/UNDERNEATH the Outdoor Pavilion. **Lock code is:** \_\_\_\_\_
- The grill must be moved to a safe area along the sidewalk area prior to using
- Should the need arise, a fire extinguisher is mounted on the inside of the Outdoor Pavilion

### CLEAN UP

- After use, the grill MUST BE SCRAPED CLEAN and that the GAS IS TURNED OFF
- After the grill has COOLED COMPLETELY, please place the cover back over the grill
- **NEVER PUT THE COVER ON THE GRILL WHILE IT IS STILL HOT**
- Move the grill back to its designated spot under the Outdoor Pavilion
- LOCK THE GRILL

**Fee: \$50.00**

\_\_\_\_\_  
Person/Organization Representative Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Safeguard/Safety Team Representative

\_\_\_\_\_  
Review Date



**RRPC HOLD-HARMLESS AGREEMENT**

\_\_\_\_\_ agrees to release Round Rock Presbyterian Church from any liability associated with \_\_\_\_\_'s use of any and all portions of any building or space owned by Round Rock Presbyterian Church, and to indemnify and hold harmless Round Rock Presbyterian Church's past, present and future members, ordained staff, elders, deacons, officers directors, employees (part-time and full time), contractors, attorneys, and agents, as well as any higher judicatories of the Presbyterian Church of the United States of America or Trinity-Cumberland Presbytery from any and all costs, charges, damages and expenses (including, but not limited to attorneys' fees) and all claims and demands of any and every kind and nature, actions, causes of action, suits and controversies whether groundless or otherwise, associated with \_\_\_\_\_'s use of the building or space under this application, including, but not limited to, personal injury or damage or loss of property sustained by the applicant, a participant or attendee at the program or event.

**SIGNATURE:** By signing below, you acknowledge that you have read, understand, and agree to the terms of the Round Rock Presbyterian Church Facility Use Contract:

Signature (requester) \_\_\_\_\_ Date \_\_\_\_\_

Group name \_\_\_\_\_

Event date \_\_\_\_\_

Printed name and title of responsible person \_\_\_\_\_

Phone number(s) of contact person(s) \_\_\_\_\_

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**\*\*\*\*\* This section to be filled out by authorized RRPC personnel \*\*\*\*\***

Signature \_\_\_\_\_ Date \_\_\_\_\_  
RRPC Safeguards/Safety Team Representative

Printed name and title \_\_\_\_\_