

**Facility/Property Use Request Form
Round Rock Presbyterian Church**

4010 Sam Bass Rd | Round Rock, TX 78681 | EMAIL: officeadmin@roundrockpresbyterian.org

Please return completed form to church office at least 4 weeks in advance of date of event

ROOM / SPACE (See fee sheet/page 3)	MEMBER FEES	NON-MEMBER FEES	AMOUNT
<input type="checkbox"/> Sanctuary	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Fellowship Hall/Kitchen	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Fellowship Hall/Kitchen/Outdoor Pavilion	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Outdoor Pavilion/access to CE Bld Restrooms	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Classroom F5 – in Fellowship Hall	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> C E Building Classroom	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/> Parking Lot/Grounds	No charge	No charge	
<input type="checkbox"/> Equipment Needs: <input type="checkbox"/> Projector (\$50) <input type="checkbox"/> TV/DVD/VCR (\$50) <input type="checkbox"/> Gas Grill (\$50) Equip \$ <input type="text"/>			
Chairs (NC) Tables (NC) Bldg Access: N/A <input type="checkbox"/> Key <input type="checkbox"/> Code <input type="checkbox"/>			

Mandatory Fee: *Event Coordinator \$75 (offsite) \$150 (On site) Not Required *Event Coord Fee: \$

****Facilities Use Fee based on ½ day (3-5 consecutive hrs): Each additional hour after 5hrs prorated at \$100/hr****

Requesting Person or Organization:

Member of RRPC Non-Profit Group/Mission of RRPC Non-Member of RRPC Community Group

Purpose of Use:

Date(s) of Use: Time/and Duration of Use:

Approximate size of Group:

Name and contact information for the Person / Organization requesting use:

*All fields are required information

*Name:

*Address:

*Primary/Secondary Contact Telephone Number:

Cell Home Office

*Email Address:

Parking Lot/Grounds Only: _____ (No fees or deposit is required)

Parking is only allowed in our main parking lot adjacent to the Sanctuary. Please park only in designated parking spots. Unmarked areas/fire lanes are for loading and unloading only.

****Additional Fees/Items For Member and Non-Members (based on 5hrs need) See Pg 3**

***Total additional fees**

*Pastor \$ *Music Director \$ *Pianist \$ *Sound Tech \$ *Bulletins \$ \$

****Additional hrs above 5hrs** X \$100/hr \$

Total Estimated Cost: \$ **Received Deposit:** \$ **Total Cost Remaining:** \$

Payment is due prior to the day of the event/payable to RRPC / on the memo line, please include your name/organization/event

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

Alcohol IS NOT permitted anywhere on the RRPC Church Campus

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.**

Type in Name of Person/Organization Representative

Date of Request

INDEMNITY: For and in consideration of the use of the facilities at Round Rock Presbyterian Church, Round Rock, Texas applicant its/their/his/her members, agents, employees, each hereby does agree and acknowledge to indemnify, release and hold harmless Round Rock Presbyterian Church, its members, congregation, elders, trustees, employees, and agents from any and all liabilities including all losses, damages, claims, demands, causes of action or judgments, costs or expenses, including attorney’s fees, of every nature for injuries to persons, properties or either or both, arising out of or occurring in or about or in any way connected with Applicant’s use of the facilities of Round Rock Presbyterian Church of Round Rock, Texas.

Signature or typed name of responsible party

Date

***For Office use Only**
(enter dates in below boxes)

Date Form Returned by applicant:

Date checked for availability by admin:

Date Deposit Received: **Date: Balance Received:**

Date: Sent to Session for approval: **Date Approved by Session:**

Date Event Coordinator notified and accepted:

Date Event Added to calendar officially:

***For office use only – Additional Fees/if any (enter names to be paid for additional fees)**

Pastor:

Music Director:

Pianist:

Sound Tech:

Event Coordinator:

Round Rock Presbyterian Church Facility Usage Fees

*Facility Use Fee and Classroom Use Fee Schedule for Member/Non-Member/Community Event is for based on 3-5 hours of continuous use.

Each additional hour after 5hrs will be prorated at \$100/hour

*Classroom Fee Schedule for Community Non-Profits Sanctioned by the Session as a Mission of the Church based on 1 hour of use is set at \$25 for 1 hour – each additional hour will also be at the rate of \$25 per hour

*Member/Non-Member fee for Off-Site/On-Site Event Coordinator *may* be waived by session if arrangements can be made to pick-up and drop off keys or user is assigned an access code to the facility prior to the event.

** Member Pastor Services fee (Weddings or Funerals) 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
Sanctuary (may add S1 or S3 classroom(s))	>100<200 >50<100 >25<50	\$175 \$125 \$75	\$500 \$350 \$200	Same as Non-Member Fees
Fellowship Hall w/ Kitchen (3-5hrs) (may add F5 classroom) After 5hrs consecutive use, room is prorated at \$100/hr	>50<100 >10<50 <10	\$100 \$75 \$25	\$250 \$150 \$50	Same as Non-Member Fees
Fellowship Hall w/ Kitchen and Outdoor Pavilion (may add F5 classroom)	>150<200 >100<150 <100	\$175 \$150 \$100	\$325 \$250 \$175	Same as Non-Member Fees
Outdoor Pavilion w/ access to CE Restrooms	< 150	\$75	\$150	Same as Non-Member Fees
Classroom Only	Number of Guests	Member Rate	Non-Member Rate	Community Event *Fee rate for a non-profit sanctioned by the Session – is \$25 per hour
Fellowship Hall (F5)	<25	\$25	\$50	Same as Non-Member
Sanctuary (S1 Library) or (S3 Classroom)	<25	\$25	\$50	Same as Non-Member
CE Building (CE1-CE2-CE3-CE4-CE5-CE6)	<25	\$25	\$50	Same as Non-Member
Grounds/Parking Lot Only	N/A	N/A	N/A	N/A
Additional Items/Fees	Member Fee	Non-Member Fee		
Off-Site Event Coordinator – Open/Close Event	\$75*	\$75*		
On-Site Event Coordinator	\$150*	\$150*		
Pastor Services (Weddings/Funerals) *Fee includes Pastor Counseling, before ceremony rituals & day of svc	\$300* Min Fee	\$500* Min Fee		
Music Director (up to 4 hours)	\$150	\$150		
Sound Technician (up to 4 hours)	\$75	\$75		
Pianist (up to 4 hours)	\$150	\$150		
Bulletins (up to 50 copies)	No Charge	\$25		
Outdoor Gas Grill Usage	\$50	\$50		
Projector	\$50	\$50		