# 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 |
|---|---|---|---|
| ☐ Sanctuary | $ | $ | $ |
| ☐ Fellowship Hall/Kitchen | $ | $ | $ |
| ☐ Fellowship Hall/Kitchen/Outdoor Pavilion | $ | $ | $ |
| ☐ Outdoor Pavilion/access to CE Bld Restrooms | $ | $ | $ |
| ☐ Classroom F5 – in Fellowship Hall | $ | $ | $ |
| ☐ C E Building Classroom | $ | $ | $ |
| ☐ Parking Lot/Grounds | No charge | No charge | |

☐ **Equipment Needs:** ☐ Projector ($50) ☐ TV/DVD/VCR ($50) ☐ Gas Grill ($50) Equip $
Chairs (NC) Tables (NC) **Bldg Access:** N/A ☐ Key ☐ Code ☐

**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:**

Effective 01/01/2027

**Round Rock Presbyterian Church Facility Usage Fees**

Fee Schedule is for 3-5 hours of continuous use. Each additional hour after 5 hours will be prorated at $100/hour

**Member/non-member fee for off-site Event Coordinator may be waived if arrangements can be made to pick up and return keys or user is assigned an access code to the facility prior to the event.

**Pastor's Fee is suggested, but not mandatory for members and their immediate family members, defined as parents, children, spouses, siblings, and/or grandparents

| Facility | Number of Guests | Member Rate | Non-Member Rate |
|---|---|---|---|
| Sanctuary<br>(may add S1 or S3 classroom(s)) | >100<200 | 190 | 535 |
| | >50<100 | 135 | 375 |
| | >25<50 | 80 | 215 |
| Fellowship Hall w/ Kitchen (3–5 hrs)<br>(may add F5 classroom)<br>After 5 hrs consecutive use, room is prorated at $110/hr | >50<100 | 110 | 270 |
| | >10<50 | 80 | 160 |
| | <10 | 30 | 55 |
| Fellowship Hall w/ Kitchen and Outdoor Pavilion<br>(may add F5 classroom) | >150<200 | 190 | 350 |
| | >100<150 | 160 | 270 |
| | <100 | 110 | 190 |
| Outdoor Pavilion w/ access to CE Restrooms | <150 | 80 | 160 |
| **CLASSROOM ONLY** | | **Member Rate** | **Non-Member Rate** |
| Fellowship Hall (F5) | <25 | 30 | 55 |
| Sanctuary (S1 Library) or (S3 Classroom) | <25 | 30 | 55 |
| CE Building (CE1-CE2-CE3-CE4-CE5-CE6) | <25 | 30 | 55 |
| Grounds/Parking Lot Only | N/A | N/A | N/A |
| **ADDITIONAL ITEMS / FEES** | | **Member Fee** | **Non-Member Fee** |
| Off-Site Event Coordinator – Open/Close Event | | 80 | 80 |
| On-Site Event Coordinator | | 160 | 160 |
| Pastor Services (Weddings/Funerals)<br>*Fee includes Pastor Counseling, before ceremony rituals & day of svc | | $320 suggested min fee | $535 min fee |
| Music Director (up to 4 hours) | | 160 | 160 |
| Sound Technician (up to 4 hours) | | 80 | 80 |
| Pianist (up to 4 hours) | | 160 | 160 |
| Bulletins (up to 50 copies) | | No Charge | 30 |
| Outdoor Gas Grill Usage | | 55 | 55 |
| Projector | | 55 | 55 |
| *All Community Events are the same as a non-member fee, even if hosted by a member | | | |