



FACILITY USAGE GUIDELINES

Hays Hills Baptist Church (HHBC) is glad to extend the use of our facilities to outside organizations for meetings and social gatherings. We see this as a ministry and service to our community. Scheduling is dependent on availability with priority being given to activities of the church and requests from members of the congregation. HHBC has established requirements and guidelines for groups using church facilities.

Scheduling:

- Request for use of a church facility may be made by calling the church office at 512-295-3132 or by emailing the Operations Manager. Request should include the name of the group, the nature of the use being requested, the desired date and time of use and contact information for the individual acting as the agent for the requested group. Reservation is not complete until Operations Manager receives a completed Facilities Use Agreement. Requestor must be an individual or non-profit. For-profit requests will be reviewed by church leadership on a case-by-case basis.
- List below includes building name and general spaces available for reservations within each building:
 - **Bldg A (Steeple)** – Large meeting space, with small Kitchen, seats 80, with tables
 - **Bldg B** – Larger classroom and smaller classroom seat up to 20 and 10, respectively
 - **Bldg C** – Various Classrooms seat up to 20, with tables and chairs, designed for children
 - **Bldg D** – Various-sized Classrooms seat from 10 to 100, Sanctuary, Large Kitchen, Fellowship Hall (seats 40, with tables)
 - **Bldg E** – 4 Classrooms seat up to 20, with tables
 - **Picnic Area** – 9 picnic tables under the trees

Cost for Use:

As a non-profit organization, HHBC cannot profit from the use of its facilities. We do ask that groups and organizations make a donation to the church which covers overhead costs for utilities, maintenance and insurance, and building review by janitorial staff. The following information is offered for information only, as spaces range in operations costs from \$50 per hour to \$500 per day to cover operations.

- The overhead cost for the facility is approximately \$50 per hour, prorated on a 24/7 basis for meeting areas alone.
- HHBC Cleaning Staff may be scheduled to provide a walk through to check over the areas to ensure the buildings are ready for church programs following an event, for an additional fee of up to \$100.
- Each building has different costs associated with operations, based on size; final cost will be determined by Operations Manager and Minister over Facility Use. In some cases, if usage does not negatively impact church budget and if approved by Minister over Facility Use, there may be little to no charge.
- Sound Operators are an additional fee and must be initiated by Group Agent and coordinated with Minister of Worship, at least 2 weeks in advance.
- Donations must be made prior to building use, no later than one week prior to facility use. Checks should be made out to **Hays Hills Baptist Church** (memo line: Building Use) or online payments can be made at hayshills.com/giving (comment: Building Use).

Access:

- Group agent will receive an email at least 24 hours in advance of reservation with instructions for obtaining and returning the key. Also included in the email will be final instructions and information about cleaning and resetting the room.
- If access for advance preparations, flower delivery, caterer, etc., will be needed, a member of the group must be present at the church to take delivery.
- The door key must be returned immediately after the event, following the instructions contained in the email sent to the group agent.

Use of Meeting Facilities – HHBC:

Decoration and Furniture Arrangement

- No decorations may be attached to the curtain in the Sanctuary.
- Decorations may be attached to walls, columns, etc. with masking tape or other non-adherent tape (tape that will not damage the surface paint finish). All such must be removed at the end of the event.
- Furniture may be re-arranged to suit the needs of the meeting group but must be returned to its original arrangement at the end of the event in both classrooms and the Fellowship Hall. This includes returning furniture and carts to the proper buildings. Instructions will be included in the email to the group agent prior to key pickup.

Kitchen Use

- Kitchen Use must be reviewed by a member of the Kitchen Crew. Contact name and number will be provided as needed.
- Please note the location of the fire extinguisher and vent fans before beginning any cooking.
- All kitchen utensils and equipment used must be washed, dried, and put away at the end of the event – being certain to return items to proper building, if applicable.
- All counter tops and stovetop must be cleaned.
- Crumbs and other debris must be cleaned from tabletops, chairs, and the floor in classrooms and the Fellowship Hall.
- Leftover food may be left in the refrigerator for church use if covered with plastic wrap or foil and labeled as such.
- All waste from serving food and beverage must be collected, placed in garbage bags and put in the church dumpster located in the back parking lot, next to Building E.

General

- Doors should not be propped open. Help us keep the critters out and the children and air conditioning in.
- Shoes should remain on feet at all times, especially when on the playground and outdoor areas.
- Playgrounds should be used by the ages posted at the gates only. Christian Learning Center has first priority for using playgrounds, should event occur while CLC is in session.
- Children should be *actively supervised*, even on the playground, at all times.
- All lights in the facility except the night lighting should be turned off before locking the church.
- All trash, inside and outside of buildings, should be taken to the dumpster at the back of the property.
- All doors should be locked and alarm reset, according to the emailed instructions to the group agent.
- HHBC is an alcohol-free and smoke-free campus.
- Use must be restricted to the specific facilities reserved. Children, or any other guests, should not be allowed to explore freely within other areas of the church.
- Reservation is not complete until a completed Event Setup Request Form (for church programs) or a Facilities Use Agreement (for non-church programs) has been received by Operations Manager.

All forms and guidelines are found at hayshills.com/reservations