



## Facility Use Agreement

All activities must be pleasing and glorifying to God and complement Parkway’s Mission/Vision and “[This We Believe](#)”. No attempt should be made to associate your agenda with the policies of Parkway Bible Church.

**Organization:**  
**Address:**  
**Email:**

**Contact Person:**  
**Phone:**

**Purpose of Facility Use:**  
**Date and Time of Use(s):**  
**Group Size:**  
**Sound Technician:**

### Facility Fees

|                                     | Rate      | Total |  | Date Paid | Check # | Date Returned |
|-------------------------------------|-----------|-------|--|-----------|---------|---------------|
| <b>COI* &amp; SecurityDeposit**</b> | \$250     | \$250 |  |           |         |               |
| Worship Center                      | \$150/day | \$    |  |           |         |               |
| Upstairs Worship                    | \$75/day  | \$    |  |           |         |               |
| Room 206                            | \$50/day  | \$    |  |           |         |               |
| Classrooms                          | \$40/day  | \$    |  |           |         |               |
| Sound Tech                          | \$30/hr   | \$    |  |           |         |               |
| <b>TOTAL PAID</b>                   |           |       |  |           |         |               |
| <b>TOTAL DUE</b>                    |           |       |  |           |         |               |

**\*Certificate of Liability Insurance (COI) is required** with Parkway Bible Church listed as an additional insured with a waiver of subrogation. Failure to provide this at least 14 days prior to facility use will result in cancellation of reservation. Groups regularly using our facility must provide this information annually in order to continue using Parkway facilities. This is a non-negotiable requirement to use our facility.

**\*\*Security Deposit is due at the time of contract submission.** The room-use fee is due 14 days before the date of event. Security Deposit is refundable, but could held according to:

- Actual custodial service fee to return facility to original condition
- Damage equal to replacement/repair cost for facility or tech equipment

1. Parkway’s Facility Guidelines are attached. In addition, users must agree to not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.  
*I acknowledge that I have read the guidelines and will provide a written décor plan. \_\_\_\_\_ (initial)*
2. If any criteria, policy or procedure is not followed, Parkway reserves the right to cancel reservations or halt activities and request individuals to leave premises. This agreement may also be canceled unilaterally by either party with 14 days written notice to the other party.
3. It is the contact person’s obligation to coordinate the facility usage with Parkway Staff. Please inform those attending a scheduled function concerning which set of doors to enter and not to enter.



4. The user agrees to hold harmless, indemnify and defend Parkway Bible Church (including Parkway's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of Parkway Bible church (including Parkway's agents, employees and representatives) or otherwise.
5. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

It is my responsibility to read and abide by all the procedures concerning the use and care of the facilities at Parkway Bible Church. I acknowledge that the above reservation information and fee structure is agreed upon and binding.

\_\_\_\_\_

Group Representative Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parkway Staff Signature

\_\_\_\_\_

Date



## Facility Use Guidelines

We believe that God has blessed us with our facility to reach people with the life changing reality of Jesus Christ. Because we desire to use this facility to the greatest extent possible, we want to be good stewards of what God has given us. This campus is a shared facility by many ministries and organizations. Maintaining the facilities will provide a safe and attractive place to attract and retain people as we pursue reaching the greater Austin area.

### General Care and Safety

- Building Care
  - The building must be left clean and secured after your event
    - Please leave the rooms used in the same or better condition than they were when the function began
    - Do not enter or use rooms or areas of the building that you have not reserved
    - Turn lights off in empty rooms, hallways, and bathrooms
    - **Lock doors as you leave from your event to secure the facility**
  - Please do not lean anything against or attach items to the walls in hallways or rooms
  - DO NOT drag or slide chairs, tables or other items across the floors
  - Repair of any damage to walls, carpet and floor surfaces will be deducted from your security deposit.
- Safety
  - All children must be closely supervised in reserved rooms and common areas including hallways and bathrooms
  - Fire extinguishers or strobes must be visible and accessible at all times
  - Candles, candle warmers, smoke generators, pyrotechnical devices or any other fire hazard materials are prohibited – dictated by the Fire Safety Code
    - Candles that are in glass containers where the flame is below the top may be permitted
    - Stationary, drip-less candles in glass may be used
  - Extension cords that are heavy duty may be used: minimum length needed, only 1 appliance per cord
  - Cords must be covered if in a walkway
  - Individual power strips are permitted, however daisy chaining power strips violates fire code
  - **All power strips and extension cords must be unplugged after events**

### Cleaning Responsibilities

- Ensure bathrooms are clean including all paper picked up and toilets flushed
- Take all trash to the dumpster utilizing rolling trash cans and replace can liners
  - Please do not carry or drag trash bags through the building
- Sweep/vacuum and mop any soiled areas
- The janitorial fee is to cover additional burden on our staff and is not a replacement for cleanup after events



- It is the renting parties' responsibility to ensure the building is ready for use by others after their event, failure to do so will result in partial to full loss of security deposit and potentially impact your ability to utilize the facility in the future

#### A/V and Tech Equipment

- A/V equipment in worship rooms must be operated by Parkway staff or members of your team that receive training from Parkway staff prior to your event
- You may only use tech that you have requested prior to your event, do not use or operate equipment outside of what you have requested and/or have been trained to use
- Only trained event participants may be on stage and/or in sound booth areas, allowing others (including children) to be in these areas is prohibited
- Any damages or needed repairs as a result of your event will be deducted from the security deposit

#### Décor and Room Setup

- Refrain from moving or borrowing plants, furniture, or accessories without prior permission
  - Straighten and/or return furniture approved for use to its original location after your event
  - Chairs in Worship rooms and classrooms must be placed back in their original configuration
  - Parkway staff can provide room setup instructions if needed
- All room and hall decorations must be free standing (unless approved)
- All signage must be free standing and not attached to any wall or ceiling
  - Please reach out to Parkway staff if you need stanchions for signage
- Floor stand signage must be below 18" from the ceiling
- Confetti or glitter are not permitted

#### Kitchen and Supplies

- Oven, microwave, ice machine, etc. are available for your use upon request
- Any supplies used should be washed, dried and returned to the appropriate cabinets
- Please do not use any of the church's consumable supplies (coffee, plasticware etc.) or consume food/drinks stored in the kitchen, common areas, or Tech Booth(s)
- Information and training may be obtained from Parkway staff

#### Large Events

- Please present an event décor plan to Parkway staff before proceeding with execution
- Plan for, or hire janitorial services to thoroughly clean rented spaces including hallways and bathrooms
  - For Saturday events it is imperative that the building is left Sunday ready (clean, neat, and organized) for our congregation
- Schedule a time for Facilities and/or Tech Team to train you or your volunteers concerning the equipment and procedures

Thank you!