



Spring Branch Presbyterian Church Property Use Policy

May 28, 2024



Spring Branch Presbyterian Church
1215 Campbell Rd
Houston, TX 77055
(713) 464-7659
facilities@springbranchpres.org
www.springbranchpres.org/facilities



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Introduction

The community of Spring Branch Presbyterian Church is striving to fulfill our vision by being an inviting, caring church, welcoming the stranger, so they will no longer be a stranger. SBPC endeavors to provide a place for people to receive helpful services, and for them to know that we are a place of God caring for the community. We help each other grow in our faith, serve others, and impact the world around us through our relationships with God, One Another, and the World. We are committed to connecting people with God and each other, because *Relationships Matter!*

Our church provides a vital facility in the Spring Branch area. The buildings are used for meeting places for a variety of community activities and groups needing a place to meet. The intent of these guidelines is meant to help align our Mission/Vision statement with the community's continued use of our physical campus.

The Property Use Policy and Request Forms fall under the jurisdiction of the Property Committee of the Session of Spring Branch Presbyterian Church. Property Use Requests are managed by the SBPC Administrative Assistant and the Chair of the Property Committee. Requests and confirmation for using our facilities are not finalized until the Property Use Request has been approved by the Property Committee at their monthly meeting, and once the group/individual has been notified. A Facility Use Agreement will then be signed by both the requesting group, and a representative of Spring Branch Presbyterian Church.

We are all stewards of our buildings at Spring Branch Presbyterian Church. It is important that every group and person that uses our facilities treat the property in a responsible way. Each group, committee, and individual using the property, whether a member or non-member, shall be responsible for the following guidelines herein below.

Definitions

The Church – Spring Branch Presbyterian Church or SBPC.

The Facility/Facilities/Property – The physical property of Spring Branch Presbyterian Church at 1215 Campbell Rd, Houston, TX 77055.

Member– A member of Spring Branch Presbyterian Church, or any SBPC Committee, Team, Sunday School Class, Group, etc. These groups are only required to submit a form for their meeting or activity if it will last more than four hours.

Non-Member– A Non-Member is any person, persons, group, club, organization, etc. that are not a member of Spring Branch Presbyterian Church or a group affiliated with SBPC. Fees may apply to use the building for these people and groups. (Examples: school organizations, community organizations, Scouts, other churches, professional organizations, non-member Academy parents & teachers, etc.) Requests for birthday & anniversary parties, baby showers, or other personal events for individuals not directly associated or affiliated with Spring Branch Presbyterian Church may or may not be approved by the Property Committee.

Master Calendar – The SBPC Administrative Assistant is the sole editor of the church calendar. This is the official scheduling record of the events and activities of the church, whether church-sponsored or outside organizations. Prior to submitting a Building Use Request, you can go to www.springbranchpres.org/church-calendar to check the availability for your desired event(s).

Child Protection Policy (CPP) – This church abides by the SBPC Children Protection Policy that was approved and put into place by the Session in order to safeguard the well-being of all of God’s Children. All users of SBPC’s facilities and grounds are required to follow the guidelines of this policy. We are very concerned about our children and require that if children or youth are present, the leaders must read and agree to be responsible for the adherence to the policy. If the usage is more than a one-time event, the leaders will be required to take the Child Protection Policy Training Class. In the case of a one-time event, upon approval by the Property Committee, you will receive a copy of the Spring Branch Presbyterian Church Child Protection Policy to read, sign, and return.

Weddings – Property Use Forms should not be used to request/reserve a space or date for a wedding. If you would like to have your wedding at Spring Branch Presbyterian Church, please contact weddings@springbranchpres.org.

Memorial Services/Funerals – Property Use Forms should not be used to request/reserve a space or date for a Memorial Service. To begin a conversation about having a memorial service at the church, whether officiated by an SBPC Pastor or not, please contact pastor@springbranchpres.org and copy facilities@springbranchpres.org, or contact (713) 464-7659 and ask to speak to a Pastor.

Use of the Facilities

Non-Church Sponsored Groups (of either Church Members or Non-Members) may be granted use of the building under the following conditions, and subject to the rental fees listed on page 7.

- Church facilities may not be used for commercial/partisan purposes, nor for any function to which an admission is charged without the permission of the Property Committee of the Session.
- The facility is only to be used during the hours of 7:00am-10:00pm unless approved by the Property Committee.
- Generally speaking, the facilities and grounds of Spring Branch Presbyterian Church are unavailable to non-member groups during the hours of 7:00am-6:00pm, Mondays thru Fridays.
- Generally speaking, the facilities of SBPC may not be used by non-member groups on the following religious holidays: Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Sunday, Christmas Eve, and Christmas Day.
- Non-Member groups and individuals are not permitted to bring animals inside the facilities of Spring Branch Presbyterian Church, unless it is a service animal, or otherwise approved by the Property Committee.
- Individuals or groups are responsible for setting up, as well as cleaning up from their event. This includes, but is not limited to: straitening up, returning the room(s) to how you found them, taking out the trash, etc. Please refer to the Property Use Guidelines on pg. 12 for more information.
- Kitchen facilities (cooking) are not offered to non-church groups or non-members without special permission by the Property Committee, who will have to consult with the Fellowship Committee.
- Groups are restricted to only those areas of the facility that were requested and reserved.
- The Youth Room (located in the Gathering Place building) is off limits to Non-Church Groups.
- All classrooms in the Education Building are off-limits to all non-member groups, with the exception of the classroom that is used for the Church Nursery. The Nursery cannot be used without SBPC paid nursery workers onsite (see Nursery on pg. 9).
- The Church has the right to refuse the use of the grounds or facilities to any individual or group. The terms of this agreement may also be terminated by SBPC at any time without notice.
- Any meeting so scheduled shall not be changed in favor of another meeting, without permission of the group affected, except in the rare instance when there is a conflict with a church activity.
- The Use Agreement Period for recurring events/groups is one year. After the year has concluded, you will need to re-submit a Property Use Request for continued use.

Statement of Liability – Your group is responsible for the full cost of all damage(s) or items missing. In order to use the facilities at Spring Branch Presbyterian Church, your group agrees to obtain and maintain commercial general liability insurance providing policy limits of at least \$1 million per incident and \$2 million aggregate liability coverage, in which SBPC is endorsed as an additional insured, and SBPC is fully covered and indemnified against sexual misconduct, property damage, personal or bodily injury, or any other liability or damages ever sought from SBPC, its trustees, administrators, officers, agents, employees, student representatives, volunteers, and insurers. Such insurance shall be from an insurer acceptable to SBPC, and your group shall provide a certificate of such insurance to SBPC at least two weeks prior to the event.

If SBPC does not receive the Certificate of Insurance at least two weeks prior to the event, your facility usage will be denied.

User Responsibility – The group or individual using the facility or space shall carefully follow the attached Property Use Guidelines on page 12. Failure to do so may cause the group to lose privileges.

Requesting Use – Persons or groups of persons desiring to use the facilities of this church for any reason, whether church sponsored or not, should make reservations for and schedule the use of the rooms through the Property Committee of the Session. Requesting use can be done:

- In person with the SBPC Administrative Assistant
- By phone at (713) 464-7659 and speaking to the SBPC Administrative Assistant
- By email at facilities@springbranchpres.org
- Copies of these guidelines and all applicable forms are also available at www.springbranchpres.org/facilities.

Completing the Building Use Forms from the church office (or online) in order to submit for approval by the Property Group does not guarantee use of the facilities. This Property Group, overseen by the Session, will review for approval any request for “building use” at its monthly meetings. The SBPC Administrative Assistant or a member of the Property Group will contact you once this is approved or declined. If needed, you may be asked to attend a Property Meeting, and/or a meeting with a Pastor to discuss the submitted Property Use Request. ***It may take up to a month for a Building Use Request to be addressed by the Property Committee.*** Please submit your request for approval as far in advance as possible.

Each group must select one person to be responsible for the following:

- a. Secure an access card and/or keys from the Church Office (during regular business hours) to enter and exit (lock up) the building for the meeting. A refundable \$25 key deposit will be needed at this time. The access card and/or key should be returned the next business day.
- b. See that the meeting is conducted in a manner that is becoming to the church property.
- c. After the meeting has concluded, the facilities should be secured according to the Property Use Guidelines on pg. 12.

Spaces Available for Use

- **Fellowship Hall** – The Fellowship Hall is a large meeting room with round tables and chairs. It will hold about 200 people. There is an acoustic baby grand piano in this room that can be used (see piano section below). Attached to the Fellowship Hall is a commercial kitchen. Special permissions and fees apply to use the kitchen.
- **The Gathering Place** – The Gathering Place main room is a large gymnasium style meeting room. There are rectangular tables and chairs available. Attached to the Gathering Place is a catering kitchen. Special permissions and fees apply to use the kitchen.
- **Sanctuary** – The Sanctuary is traditional in style and will hold about 400 people comfortably. There is a baby grand piano in this room that can be used (see piano section below).

- **Conference Room** – The Conference Room is a small meeting room with tables and office style rolling chairs. It can accommodate up to 25 people. This room is equipped with a small sink area, coffee pot, and a microwave.
- **Gathering Place Classrooms** – The Gathering Place has 4 small meeting style classrooms. These rooms can comfortably accommodate up to 20 people each.
- **Parlor** – The Parlor is a small Library/sitting room that can be used for meetings. It will accommodate up to 15 people comfortably.
- **Parking Lot(s)**. – SBPC has 140 parking spaces, split between the South and North sides of the property. Five of these spaces are handicapped spaces, and a minimum of three spaces are reserved for church owned vehicles.

Fee Schedule – Fees for the rental of Church facilities are below. Non-Church Groups or Persons using the facilities may be subject to the following minimum fees:

Location	Rate	Minimum Fee
Fellowship Hall	\$45/hr	\$180.00
Gathering Place (<i>Main Room only</i>)	\$65/hr	\$260.00
Sanctuary	\$75/hr	\$300.00
Conference Room	\$30/hr	\$120.00
Gathering Place Classroom (ea.)	\$30/hr	\$120.00
Parlor	\$30/hr	\$120.00
Parking Lot Rental	TBD as Requested	
Deposits		
Security Deposit	\$95.00 (variable/minimum)	
Key Deposit	\$25.00	
Piano Deposit	\$100.00	
Personnel Fees		
Role	Rate	
Nursery Workers (min. 2 workers)	\$30.00/hr per person	
AV Technician(s) (min. 2 hours)	\$50.00/hr	
Kitchen Coordinator (min. 2 hours)	\$30.00/hr	
Property Coordinator (min. 2 hours)	\$30.00/hr	

- The security deposit applies for all facilities and will be refunded pending damage assessment according to the Property Use Guidelines (see pg. 12). The main purpose of these nominal fees and deposits is to acknowledge the costs of the utilities and maintenance of our physical campus.
- When appropriate, some groups may be exempt from fees (i.e. Scouts, most civic clubs, non-profits, etc.).
- If you receive a rate different from the rates listed above for use of the property for your event(s), please understand that this was a rate set forth specifically for your group. This information is to be kept confidential and not shared with any other group potentially interested in using the facilities of Spring Branch Presbyterian Church under any circumstances.
- A discounted rate for use of multiple rooms may be available, subject to vote of the Property Committee. Discounts for long-term agreements, subject to vote, may also be set by the Property Committee.

Payment of Fees

- The following details and payments will be arranged with the SBPC Business Administrator pending approval of the request by the Property Committee.
- The Building Use Fee, Deposits, and any Personnel Fees are due to the church a minimum of two weeks in advance of the date of your event. Payments for these fees may be through cash, check, or credit card.
- Each deposit you are charged for shall be returned by Spring Branch Presbyterian Church, unless the following occurs:
 - a. There is damage to the facilities or grounds of SBPC (security deposit)
 - b. The assigned access card and/or keys to SBPC are not returned, damaged, or broken (key deposit)
 - c. The requested SBPC piano(s) are damaged or out of tune (piano deposit)

Use of the Grounds

- Church groups using the grounds for picnics or outdoor activities should gather up all trash, and litter and should leave the grounds as clean or cleaner than they found them.
- The Property Committee of the Session may grant permission to non-member groups for the use of the grounds. Such permission may be immediately withdrawn for the lack of responsible leadership, profanity, or conduct unbecoming to church property.

Smoking – Smoking, vaping, and tobacco products are not permitted in any facility or building.

Alcoholic Beverages – Alcoholic beverages are not permitted on church grounds.

Use of Kitchen – The following rules shall govern the use of the kitchen:

- Use of the full facilities of the kitchen is normally available only to church groups or members. Serving tables needed for light refreshments will be available to non-member groups or non-members. These groups shall provide their own food, drinks, paper goods, and utensils.
- Kitchen utensils, dishes, and flatware must not be taken from the building.
- Persons not familiar with, or having been instructed on their operation by one of the church's Kitchen Coordinators, shall not operate the dishwasher and gas ranges.
- If permission has been granted to a Non-Church Member or Group, a Kitchen Coordinator shall be present at all times. The fee for the Kitchen Coordinator will be \$30.00 per hour, with a minimum of two hours. The Kitchen Coordinator will not be responsible for the cleanup; rather your group will be responsible for clean-up.
- If use of the Kitchen is granted by the Property and Fellowship committees, the Kitchen Use Guidelines will be sent to the requesting individual/group by the SBPC Administrative Assistant. These Kitchen Use Guidelines must be followed.

Meals & Snacks – Meals and snacks will be eaten only in the Fellowship Hall, the Staff Lounge, the Conference Room, and the Gathering Place's multi-purpose room.

- There are specific rooms of the Spring Branch Presbyterian Academy that are designated as Nut-Free Zones. If meals or snacks are to be served by a non-member group, you will be notified in advance of which areas are nut-free. Any and all nut products are not permitted in those facilities or grounds of Spring Branch Presbyterian Church.

Use of the Parking Lot

- The Church is not liable for cars towed that are parked in a handicap space without proper documentation, nor cars parked in fire zones.
- Cars shall not be parked, nor driven through the grass.
- The SBPC Parking Lot may be requested for use for single-use and recurring occasions.
- When you are granted access to the buildings for an event, it is not necessary to reserve the parking lot on the Building Use Request Form.
- Long-term commercial parking leases can be arranged for businesses to use the parking lot of Spring Branch Presbyterian Church. To inquire more information about this, please contact facilities@springbranchpres.org.

Property Coordinator

- This is a member of the Property Committee, who may be required to be onsite for the entire duration of your event(s) as deemed necessary by the committee pending scale and/or liability. The rate for the Property Coordinator is \$30.00/hr.
- The Property Committee may require a Property Coordinator to be onsite to unlock and lock the building for your single-use event. If that is the case, a fee of \$60.00 will be charged to have this person onsite to unlock and secure the building at the close of your event. This fee is in addition to the Building Use Fees.

Nursery – When nursery services are needed:

- Requests for nursery workers must be submitted at least 3 weeks in advance of the date needed either by Building Use Form, or by contacting facilities@springbranchpres.org.
- Unless specified on the Building Use Request, or without contacting the church a minimum of 3 weeks in advance of the date needed, the nursery will remain closed and unusable during the duration of the event/use agreement period for recurring events.
- Our insurance requires the certification of trained nursery workers, such that we will require using our staff nursery workers, paid at the rate current with the time (minimum 2 workers paid \$30.00/hour, rounded up, for a minimum of 2 hours). This fee is in addition to the Building Use Fees.
- If nursery workers are reserved, and then for whatever reason not needed, they would still have to be paid if not canceled within 24 hours' notice.

Audio-Visual Equipment

- All outside groups that desire to use Spring Branch Presbyterian's technology and audio-visual equipment are required to have an SBPC AV Technician onsite at all times.
- The fee for an AV Technician is \$50.00/hr, with a 2-hour minimum for Non-Member Groups. AV Technician time includes setting up, running the event, and breaking equipment down. Day rates may be set for longer dates depending on the scale of the event. This fee is in addition to the Building Use Fee.
- Please contact facilities@springbranchpres.org to begin the request process for Audio-Visual use and staffing.

Organ & Piano Use

- The organ located in the Sanctuary is not available for use by any outside/non-member groups.
- Permission to use the Sanctuary, Fellowship Hall, or Choir Room pianos must be granted by the Property Group.

- The positioning/locations of any SBPC pianos may not be changed under any circumstances without first requesting permission from the Property Group.
- A refundable piano deposit of \$100.00 may be applicable for use of any SBPC piano. This cost is in addition to the Building Use Fee. If the piano is damaged or out of tune after your use, the \$100.00 will be applied to the cost to have it repaired/tuned, and you will be billed for the remaining amount.
- SBPC also has an electric keyboard available for use in lieu of an acoustic piano. The piano deposit may still be required for using this piece of equipment.

Access Cards & Keys

- All access cards and keys issued by Spring Branch Presbyterian Church are property of the church and may not be duplicated under any circumstances.
- A refundable \$25.00 key deposit is due on receipt of an access card or key. A time and date to pick up the key and sign the Key Log and/or Access Card Agreement with the Church Business Administrator will be set once the request is approved.
- The individual who has signed a usage agreement on behalf of a group, and to whom a key has been assigned, must be present in the building during the entire time of the event.

Furniture & Fixtures

- Church furniture (tables, chairs, platform boxes etc.) may not be removed from the church property by Members of Spring Branch Presbyterian Church without permission of the Property Group.
- Tables, chairs, and the platform stage boxes are not available for Non-Member Groups to use off the Property of SBPC.

Refunds

- If no damage, loss, or destruction of property was sustained during the use of our facilities, the deposit will be refunded after the event. There may be a delay in the processing of the refund in order that a survey of the spaces and equipment used can be taken.
- In the event that there is damage, the security deposit will be forfeited, and you will be billed for any necessary repairs. Your ability to use our facilities and grounds in the future may also be revoked.

Cancellations

- We understand that there are certain unforeseen circumstances for having to cancel an event. However, Spring Branch Presbyterian Church should be notified immediately if you intend to cancel your event (or if you decide to pick another facility/church/etc. to host your event during the request process).
- If cancellation is made by the SBPC due to special/unforeseen circumstances deemed necessary by the Property Group or the Session of the church, the full amount charged and/or paid will be refunded to the requesting group.
- If Nursery Workers, AV Technicians, Property Coordinators, and/or Kitchen Coordinators are reserved, and then not needed, they would still have to be paid if not canceled with 24 hours' notice.

Communication

- All email communication to Spring Branch Presbyterian Church should be sent to facilities@springbranchpres.org.
- To contact the church by phone, please call (713) 464-7659.
- If you choose to fax a Building Use Request to the church, you may do so at (713) 464-8083.

Marketing & Publicity

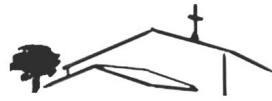
- Non-SBPC Groups/Events (excluding mission partners and other Presbyterian Churches/organizations) will not be publicized to the congregation of Spring Branch Presbyterian Church, unless the members are specifically invited to attend at no cost.
- Outside groups may provide materials, brochures, flyers, etc. to go on the message bookshelf outside of the church office.
- Flyers advertising your event or recurring event may not be posted on the walls of any of the buildings.

Spring Branch Presbyterian Church Property Use Guidelines

We are all stewards of our buildings. It is important that every group and person that uses the facilities of Spring Branch Presbyterian Church treat the property in a responsible way. The church and Academy employ a cleaning service whose responsibility is to clean the floors, restrooms, and empty the trash on weekdays. Therefore, the responsibility for cleaning up and straightening up lies with each member and group using the facility. Proper care of our property is necessary for several reasons: to preserve the property itself; to keep the property sanitary; and to present a neat and cared-for appearance.

Each group, committee and individual using the property, whether a member or non-member shall be responsible for the following guidelines:

1. Return the space used (and the furnishings) to the proper arrangement for that space. There is a furniture plan posted on the East wall of the Fellowship Hall – use it! Pick up and move the Parlor furniture and return the room to the proper arrangement.
2. In the Fellowship Hall and Gathering Place, take all trash to the dumpster. Re-line the trash cans (additional liners are found in the bottom of each can).
3. **Immediately** clean up all spills. A broom and mop may be found in the church kitchen. A vacuum cleaner may be found in the Education Building custodial closet.
4. Wash off all tables (especially after food service or crafts). Washcloths are found in the kitchen in a drawer in the island. Liquid detergent is in the kitchen. 409 cleaner is under the sink in the Conference Room.
5. If crafts (markers, paint, glue, etc.) are part of your activity, cover tables with kraft paper, tablecloths, or newspaper before starting your activity.
6. If a kitchen is used, refer to kitchen cleaning procedures posted in the kitchen (also sent upon approval).
7. Remove all supplies brought. Remove any leftover food.
8. Put away all Church supplies and equipment used (tablecloths – should be taken home and laundered), centerpieces, coffeepots, TV's, Speakers, etc. If you remove something from another room, return it to the room where it belongs.
9. Turn out all lights, re-set thermostat, and lock all doors according to the Securing Procedures (sent upon approval).
10. If anything is broken or damaged, notify the church office and the Property Committee.
11. Do not leave any personal items at the church. The church is not responsible for lost items.
12. If you do not know how to do any of the things listed above, it is your responsibility to learn how before the meeting or function.



SPRING BRANCH Presbyterian Church

Building Use Request Form

This is a:

Member/SBPC Group Request

Non-Member/Non-SBPC Church Group Request

Name of Requesting Group: _____

Mission of the Group (if applicable): _____

Contact Person:

Name: _____

Phone: _____ Email: _____

Address: _____

Area or Room Requested:

- | | | | |
|-------------------------------|-----------------------------|----------------|----------------|
| Fellowship Hall | Gathering Place | Sanctuary | Parlor |
| Conference Room | GP Classroom 1 | GP Classroom 2 | GP Classroom 3 |
| GP Classroom 4 | Parking Lot (<i>only</i>) | | |
| Other (please specify): _____ | | | |

If the Area or Room you have requested is unavailable, please use the space below to select the next preferred room:

1. _____ 2. _____

Proposed Activity or Event:

Estimated number of adults expected to participate: _____ Number of Children: _____

Date of Event: _____ Start Time: _____ End Time: _____

Desired Setup Start Time: _____ Anticipated Cleanup End Time: _____

Total time you will require the area or room, **including setup and cleanup**: _____

Is this a recurring event?

- One-time only Weekly Monthly Multiple Days

Frequency:

- | | | | | |
|----------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Saturday | Sunday | | | |

For Long-term Requests, please use the space below list all days requested, or attach a calendar or list of dates to this form:

Will food be served?	Yes	No
If yes, what type?	Snacks	Meal
Will the food be catered?	Yes	No
Would you like access to the Kitchen?	Yes	No

(meal service and/or kitchen use requires special permission and fees, see Property Use Policy)

Do you need Audio-Visual equipment for your event? Yes No

All Non-Member Groups that desire to use Spring Branch Presbyterian Church’s technology and audio-visual equipment are required to have an SBPC AV Technician onsite at all times. Please contact facilities@springbranchpres.org to begin the request process for Audio-Visual use and staffing.

Do you need Nursery Services for your event? Yes No

Our insurance requires the certification of trained Nursery Workers, such that we will require using our staff Nursery Workers, paid at the rate current at that time. Requests for Nursery Workers must be submitted at least 3 weeks in advance of the date needed.

Person responsible for access cards and/or keys to the building

(if not the same as above, please provide the information below)

Name: _____

Phone: _____

Address: _____

Email: _____

Requested Length of Agreement (one-year maximum) _____

Insurer of Organization: _____

Please use this space to provide any questions you might have for the Property Committee:

Please use this space to provide any information about your request/event that might be helpful to the Property Committee:

I have read the attached Property Use Policy and agree to abide by all guidelines established for use by Member and Non-Member groups. I agree to abide by the mandates stated in the policy, and agree that the organization using the facility will be solely responsible for and shall indemnify and hold harmless Spring Branch Presbyterian Church for any loss, damages, or injuries to persons or property resulting from the use of these facilities including the use of the parking lot by this organization. I will be responsible for any misuse of the property by my group or organization. I will leave the space as clean or cleaner than I found it.

Signed: _____

Printed Name: _____

Date: _____

This request should be submitted to the Church Office or electronically to facilities@springbranchpres.org. The Property Committee will consider your request at the next scheduled meeting and notify you when approved or declined, and what next steps will be necessary.