

Holy Cross Lutheran Church
 4622 South Lamar Blvd. + Austin, TX 78745
 Office@HolyCrossATX.org + www.HolyCrossATX.org
 (512) 892-0516

Application for Building Use

Name of Group/Organization: _____

Group/Organization Phone: (____)____ - _____ Group/Organization Website: _____

Mailing Address: _____ City: _____, Texas Zip: _____

Name of authorized agent: _____

Contact person's Mobile Phone: (____)____ - _____ Contact person's E-mail address: _____

Mailing Address: _____ City: _____, Texas Zip: _____

Texas Driver's License # or ID # (if receiving a key and code): _____

Building(s) Requested:

Fellowship Hall/Kitchen (100 people)	Sanctuary (120 people)	Qualben Hall small classroom (10-25 folks)
\$75 first hour + \$50 subsequent hours	\$75 first hour + \$50 subsequent hours	\$25 per hour

Purpose: _____

One-time use, Date: _____ Time: _____

Recurring Date: 1st 2nd 3rd 4th every S M T W TH F S of the month OR schedule attached

Beginning Date: _____ Time(s) _____

Approximate number of ADULTS attending: _____ Approximate number of CHILDREN attending: _____

Agreed upon building use fee: _____ Maintenance/Property Deposit: _____

Safety and Liability

_____ I have received a key or door code to access the requested building. I will not duplicate or share this with others*.

_____ I have received the alarm code for the requested building. I will not share this with others*.

*With multiple key or code holders, please attach all names and Driver's License/ID numbers.

_____ I have attached a **Certificate of Liability Insurance** for my business or organization AND/OR

My organization does not carry liability insurance, therefore we agree :

Holy Cross Lutheran Church will not be responsible for equipment, supplies, or other property of persons or groups using its facilities. User waives any right to claim damages for injuries suffered by any person in or with the user's group while on Holy Cross Lutheran Church property, and by signing this Disclaimer promises to hold the congregation harmless in the event anyone using the facilities is injured, physically or emotionally, while on Church property.

Authorized Agent: _____ Date: _____

I have received, read, and agree to abide by the Holy Cross Building Use Policy.

Signature of Authorized Agent: _____ Date: _____

Signature of Agent of Holy Cross Lutheran Church: _____ Date: _____

Holy Cross Lutheran Church Building Use Policy

Because Holy Cross Lutheran Church is used by many groups and many people, it is imperative that each group and person take part in conservation of the facilities, utility use, and in keeping the building and grounds clean and tidy. Each group is also required to prevent any damage to the facility, its furnishing, equipment and supplies.

By filling out and signing this application, the authorized agent of your organization agrees that their group will abide by these regulations. Groups will be liable for repair of any damage they cause the building, its contents or grounds, including the playground. Abuse of the building, its contents or grounds could result in permanent loss of building use privileges. All or part of the Maintenance/Property deposit, if one was charged, will be forfeited in order to restore losses or repair damages. Making good any losses or damages costing in excess of the deposit will be the responsibility of the group using the building/facilities.

Safety:

- Children must be supervised at all times by at least two background screened and safety-trained adults.
- Doors and windows will be left locked upon leaving the campus.
- Alarms should be turned off upon arrival and be set upon departing. Do not share the alarm code with anyone. If the alarm goes off and the Austin Police Department is called and Holy Cross Lutheran Church gets a bill, the Group/Organization using the buildings will be charged for that bill.
- In the unlikely event your organization must call 911 for an emergency (fire, police or ambulance), please contact Pastor Sharolyn Browning immediately at (512) 289-2732.

Cleaning and good order:

- The meeting rooms are left clean, orderly and ready for the use of the next group. If your group finds that the room in which you will meet has not been left in good condition for your meeting, please call the church office (512)892-0516.
- Holy Cross does not provide storage space. Do not leave any materials in public areas.
- Restrooms are left in a clean condition with all toilets flushed.
- The kitchen-area counters and sink are to be left free of clutter or dishes, and wiped clean after each use.
- Use the dishwasher to sterilize all eating utensils.

Ecology:

Energy usage accounts for one of our biggest expenses, and is the primary reason we ask for a building usage fee.

- All indoor lights and cooking appliances should be turned off when leaving.
- Heating/ air conditioning will be turned to the appropriate VACANT setting for the season, as posted on the thermostat. **The air conditioner thermostat should never be set below 70 degrees, nor the heater thermostat set for above 80 degrees.**
- Use recycling and trash receptacles as directed by signs. If your activity generates any food waste, or abundant trash or recycling waste, you are responsible for disposal in the appropriate dumpsters on the northwest corner of our campus (behind the Montessori building.)

If you observe or note any problems, please call the church office to speak with the pastor or leave a message.

Please note the time of day you observed the problem and describe what happened.

If you find broken equipment, please let us know right away to avoid injury to someone.

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