



**UNIVERSITY HEIGHTS
BAPTIST CHURCH**

BUILDING USE POLICIES

for Non-Ministry Events

BUILDING/FACILITY USE POLICY

The following guidelines are designed to enhance your event's environment and protect the church facilities' beauty. Please understand your responsibility for any damages to carpets, furniture, or buildings. It is important that you understand and follow these policies by signing the attached agreement.

EQUIPMENT

- Church property within our facilities may only be moved by the UHBC custodial staff. Furniture may not be rearranged or moved from one part of the building to another. UHBC musical instruments, plants, or panels on stage shall not be moved at any time.
- Round and Long Tables are available upon request. See page 3 for details on which equipment is available to you. On the Event Request Form, please indicate the number of tables and chairs needed.
- Any specific setup arrangements for the event must be communicated on the event request form or by email to office@uhbc.net at least two weeks before the event.

DECORATIONS

- You may access any of the buildings as early as 8:30 a.m. the day of the event. PLEASE NOTE: The A/C will be turned on two hours prior to the event. Temporary key sets are available to check out through the church office.
- **Only sticky tack** is approved for hanging posters on walls. Any other wall hanging materials, such as Demand Hooks, nails, pins, or adhesives, are prohibited as they have damaged our walls in the past.
- We encourage using **battery-operated candles** to minimize the risk of a fire hazard and damage to carpets that wax candles can cause.
- Due to a lack of storage space in our facilities, anything brought in must be removed immediately after the event.
- **Glitter and confetti are strictly prohibited in any of our facilities. In cases containing glitter and confetti, an additional custodial fee will be charged.**
- Nothing should be hung from the ceilings or walls in any portion of our facilities.
- Plants, wall art, and other decor throughout the buildings must not be removed or rearranged.
- Custodians are not available to clean up the decoration setup before the event unless an On-Site Custodian is requested.

FOOD RESTRICTIONS

- Any food or beverage that would stain the carpet or furniture (colored punch, mustard, ketchup, tomato-based foods, etc.) is not allowed in any UHBC facility with carpet.

KITCHEN USE

- The UHBC Church Hostess will be notified once the Event Request Form has been received and approved.
- Minimum custodial fees do not cover kitchen cleanup except for trash disposal and sweeping the floor. **Please make sure that all Kitchen Use guidelines are followed to ensure no additional fee is incurred.**
- No kitchen items are to be removed from UHBC property.
- Kitchen equipment used outside the kitchen area should be signed out and returned to the kitchen the same day of the event.
- Any used kitchen equipment or utensils must be washed, dried, and returned to their proper storage place.
- If the steam table, salad bar, or stove top is used, it must be cleaned and dried thoroughly.
- The kitchen sink must be cleaned, including drain catchers, and dried with a kitchen towel.
- Dirty linens, such as aprons, cup towels, or dish rags, should be left in a neat pile in the kitchen. Our kitchen team will launder them.
- UHBC is not responsible for any items left in the refrigerator or freezer.

NON-MINISTRY EVENT FEES

University Heights Baptist Church makes every effort to keep costs at a minimum. However, non-ministry events involve extra services for which the church does not bear the expense, such as lighting, cooling/heating, technicians, custodians, etc. Therefore, those desiring the use of the facilities for non-ministry events are required to share in the extra expense of the occasion.

Payment for fees and services shall be paid in full within one week prior to the event date. Payments should be given to the UHBC Ministry Assistant in the church office. Checks should be made payable to University Heights Baptist Church with "Building Use Fees" marked in the memo space. Payment can also be made online at uhbc.net/give with a designation to "Building Use Fees."

BUILDING FEES (Building use fee for funerals is waived.)

- Worship Center - \$250
- Fellowship Hall - \$150
- Student Building - \$150

AUDIO/VISUAL TECHNICIAN - There is a minimum 2-hour fee of \$150 for our audio/visual technician. Any additional time allotted is \$50 per additional hour. Fees and time-frames are subject to change based on the specific needs of each event and the technician's preparation and reset time.

- \$150 for 2-hour minimum
- \$50 per additional hour x ___ = \$_____

CUSTODIAL FEE - \$150 per building which includes setup, cleaning, and reset

- Worship Center \$150
- Fellowship Hall - \$150
- Student Building - \$150

CHURCH EQUIPMENT

UHBC has the following items available for use at receptions on church property only. Anything not included on this list will need to be provided on your own. Please contact office@uhbc.net to reserve these items.

- 28 Round Tables (60"W x 29"H) – seats 6-8
*Round table capacity per building: Student Bldg 13; Fellowship Hall & Worship Center 15
- 17 Rectangular 8-ft. Skinny Tables (96"L x 18"W x 29.5"H) – seats 6-8
- 5 Rectangular 6-ft Tables (72"L x 30"W x 29"H)
- Up to 250 Chairs (subject to different styles)

BUILDING KEYS

Temporary building keys can be checked out from the church office as early as 8:30am one business day prior to the event. Please be sure to pick them up before the church office closes. Please return the keys to the church office by closing time of the following business day.

UHBC office hours: Monday-Thursday 8:00am-5:00pm (we are closed Friday-Sunday)

RESPECT OF CHURCH PROPERTY

Please remember that these facilities are dedicated to the Lord, and we ask that all parties treat them with reverence and respect.

- The use of inappropriate language is prohibited.
- Proper dress is required for preparation and the event.
- Use of alcoholic beverages or items resembling such beverages is strictly prohibited at any time on the premises, whether in a building or on the church grounds.

University Heights Baptist Church, 2400 Sycamore Ave, Huntsville, TX 77340
(936) 295-2996 or office@uhbc.net

- Smoking is prohibited in any of the church buildings or on the church grounds at any time.

FACILITY USE AGREEMENT

I, _____, have read and agree to abide by the facility policies stated above for University Heights Baptist Church.

Signature

Date Signed

Name of Event: _____

Event Date(s): _____

Total Hours of Event: _____